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# STUDENT COMPANY SECRETARY

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

**5**

## GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION

### EXECUTIVE PROGRAMME EXAMINATION

No extension of registration will be allowed to any student if he/she has not passed/completed the Executive Programme (Inter) examination during the validity of registration period. All such students will have to seek registration *de novo* only.

### PROFESSIONAL PROGRAMME EXAMINATION

- Students whose registration expires between 28th/29th February and 31st May and between 31st August and 30th November will be allowed extension of time without payment of extension of registration fee for the limited purpose of appearing in the ensuing June or December examination, respectively, as the case may be.
- Registration of a student may be extended beyond a period of five years on year-to-year basis for appearing in the Professional Programme (Final) examination:
  - if he/she has completed postal/oral coaching and has been issued with coaching completion certificate for all **modules** (groups) of the Professional Programme examination (Final) under new syllabus during the validity of the previous registration period or has passed at least **one module** (group) of the Professional Programme (Final) examination under the New Syllabus during the validity of the previous registration period as the case may be; and
  - makes an application for extension of registration period along with requisite fee within six months from the date of expiry of registration or within six weeks of the declaration of results of the last examination in which he/she appeared, whichever is later.
- Extension of registration shall be granted for one year at a time on payment of extension of registration fee of Rs. 500 per annum, arrears of fee, if any, under the previous registration and service charges @ Rs. 150 per module (group) for which the student has not been issued with the coaching completion certificate for the Professional Programme (Final).
- On the student's application for extension of registration being accepted by the Institute, the extended period will be counted in continuation of his previous registration. He/she will also continue to bear the same registration number.
- No candidate will be allowed more than two extensions including the extension, if any, already availed under old/new syllabus for completing Professional Programme (Final) examination under the new syllabus.
- A student who completes the Professional Programme (Final) examination (of the Institute) during the extended period of registration will be required to comply with the practical experience and practical training requirements as stipulated under Company Secretaries Regulations, 1982 and guidelines framed there under in this regard.
- Study material will not again be supplied on seeking extension of registration. However, it can be had on payment of Rs. 160 per subject.
- A student, on being granted extension of registration, shall be eligible to get the 'Student Company Secretary' from the month next to the month in which his application for extension of registration is accepted by the Institute.
- The Secretary - on being satisfied that application of any of the guidelines cause undue hardship to a candidate - may relax any of the said guidelines by recording reasons in writing.

## GUIDELINES FOR REGISTRATION DE NOVO

(Registration *de novo* pursuant to regulation 22 read with sub-regulation (2) of regulation 24.)

### (A) Guidelines for candidates seeking registration *de novo* within two years of the expiry of previous registration.

- A person whose registration has been cancelled on expiry of five-years period or otherwise may within two years of cancellation of former registration seek registration *de novo* on payment of the following fees:
  - Registration fee: Rs.1500 (w.e.f. 1.4.2008)
  - (a) Where a student has not completed coaching for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final), balance of Rs.5,000 of the postal tuition fee if enrolled for Executive Programme (Intermediate) or balance of Rs. 7,500, if enrolled for Professional Programme (Final), as the case may be, after adjusting the amount paid on this

account earlier. However, credit for having completed coaching in a particular module (Group) may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

- Postal tuition fee of Rs 5,000 in the case of students who have passed the Executive Programme (Intermediate) examination but not enrolled for the Professional Programme (Final).
  - Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final) as the case may be.
- On the student being registered *de novo* he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment of Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
- (B) Guidelines for candidates seeking registration *de novo* after two years of the expiry of previous registration.
- A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration *de novo* within two years of the expiry of former registration may seek registration *de novo* within 5 years of the cancellation/termination of his former registration on payment of the following fees:

(i) Registration fee	Rs. 1500
(ii) Exemption fee for	
(a) Foundation Programme	Rs. 500
(b) Executive Programme (Inter) Examination (if already passed)	Rs. 500
(iii) Paperwise exemption fee	
(a) Executive Programme (Inter)	Rs. 100 per paper
(b) Professional Programme (Final)	Rs. 100 per paper
  - Where a student has not completed coaching for both modules (Groups) of Executive Programme (Inter) all modules of Professional Programme (Final), balance of Rs. 5,000 of the postal tuition fee, if enrolled for Executive Programme (Inter) or balance of Rs. 7,500 if enrolled for Professional Programme (Final), as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.
  - Rs. 7,500 in the case of students who have passed the Executive Programme (Inter) but not enrolled for the Professional Programme (Final).
  - Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules (Group) of Executive Programme (Inter) all modules (Group) of Professional Programme (Final).
- On the student being registered *de novo*, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
  - The registration *de novo* will be valid for a period of five years from the month in which the student has been registered *de novo*.
- (C) No candidate shall be registered as a student *de novo* if he applies after five years of the expiry of the former registration. He may seek fresh registration as a student and no credit for the fees paid or examination passed under the former registration will be admissible on his registration as a fresh student under any circumstances.

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# ATTENTION STUDENTS

## SCHEDULE OF FEES W.E.F. 01.04.2008

PARTICULARS	FEES (RS.)	REMARKS
<b>FOUNDATION PROGRAMME</b>		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fees → 3600
<b>EXECUTIVE PROGRAMME</b>		
Registration Fee	1500	Total Fees → 7000
Foundation Examination Exemption Fee	500	(For commerce graduates)
Postal Tuition Fee for Executive Programme	5000	
Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38)	750	Total Fees → 7750 (For others)
<b>PROFESSIONAL PROGRAMME</b>		
Postal Tuition Fee	7500	
Registration <i>De-Novo</i> Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
<b>EXTENSION OF REGISTRATION</b>		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
<b>EXAMINATION FEE</b>		
Foundation Programme	875	
Executive Programme	900 (Per Module)	
Professional Programme	750 (Per Module)	
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	
<b>OTHER FEES</b>		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Verification of Marks Fee	100 (Per Subject)	

## From The President



***The world we have created is a product of our thinking;  
it cannot be changed without changing our thinking.***

***Albert Einstein***

*Dear students,*

*It is being said that mind power is the second strongest power next to the spirit. Everything in this world has been achieved because someone first thought about it. All our feelings, beliefs and knowledge are based on our internal thinking process. There is perhaps never a moment when we are not thinking. There are virtually no limitations to what we can accomplish, except the limitations that we place on ourselves by our thinking.*

*The quality of thinking is a major factor in determining the quality of our life. Think good - good things happen and if we think bad things - bad things happen. We can be positive or negative, enthusiastic or dull, active or passive. The thoughts that pass through our mind are responsible for everything that happens in our life. Our predominant thoughts influence our behaviour and attitude controlling our actions and reactions. So dear students, as your thoughts are, so is your life. Your thoughts, whatever they are, trigger mental pictures and emotions that lead you to saying and doing certain things that are consistent with those thoughts.*

*It is a known fact that life is what you think it should be. So, for a positive life and thought improvement, it is imperative that you start thinking in a positive manner. A positive mind anticipates happiness, joy, health and a successful outcome of every situation and action. Whatever the mind expects, it finds. Positive thinking is a mental attitude that admits into the mind thoughts, words and images that are conducive to growth, expansion and success.*

*You have the capacity within you to have and do almost anything in life, simply by controlling your thoughts and keeping them on what you want. There is incredible power inside even the smallest thought. If you give seeds water and fertilizers they grow into healthy and strong plants. Thoughts, like seeds, have a natural tendency to grow and manifest on the material level if they are nurtured with attention and interest.*

*Developing negative thoughts is natural when things go wrong or we go through some unpleasant experiences in our lives. We become upset, angry, and sometimes lash out at the people and situations around us. This is a normal behaviour. But too much negative thoughts can be self destructive. Therefore, whenever negative or unproductive thoughts creep in, usher them out and get back on track. People are more disposed to help those who are with a positive bent of mind.*

*With the impending June examinations, I am confident that you must be earnestly busy with the preparations to complete the target and achieve the desired goal. I will not advise you how to prepare for the examinations as this aspect has been already dealt by me earlier. But my advice to you all is that don't adopt a casual approach towards the examinations. It is a fact that for every examination one has to prepare seriously. But when we talk of professional examination, one has to prepare thoroughly as the standards set are high and expectations from the candidates are equally on a higher podium. Let me point out that the written examination is the prevalent*

## From The President

means of evaluating depth of learning of the students. Therefore, while writing the examinations, your aim should be to achieve minimum desired level of quality in your answer sheets. Communicate your answers effectively giving proper explanations and quote relevant legal provisions wherever necessary. Examiners while evaluating your answer sheets have many a time pointed out that though the students knew answers to the questions but their way of presentation was not up to the mark. It implies that you should lay emphasis on improving your presentation as well as communication skills. It is a must.

Chartered Secretary as you all are aware is a prestigious journal of the Institute. It is rated as one of the best professional journals containing information, which is extremely useful both for professionals as well as the students. You may consider subscribing Chartered Secretary, which is made available to students at a concessional rate of Rs. 300 for twelve issues. Developing habit of regularly reading Chartered Secretary would provide you useful information that would enhance your knowledge as well as keep you abreast of latest developments that would also help you while preparing for the examination.

I am pleased to inform you that WIRC of the ICSI jointly with Nagpur Chapter and Raipur Chapter is organizing 10<sup>th</sup> All India Conference of Student Company Secretaries on the theme "Zeal for Corporate Excellence" on July 3<sup>rd</sup> and 4<sup>th</sup>, 2009 at INDIA Medical Association, South Ambazari Road, Nagpur. The details of the conference have been published elsewhere in this issue. I advise you to attend the conference, participate in the deliberations and go back to your homes intellectually enriched.

As already informed, NIRC of The ICSI is organizing the 8th All India Elocution Competition on the topic "Professional Ethics – Success Mantra in Economic Turbulence" on July 29, 2009 at New Delhi. I hope you will actively participate in this competition and get benefitted immensely.

Let me conclude by stating that you have the ability to transform your life and soar to new heights of success and fulfillment. Pay attention to the thoughts you think. Learn to let into your mind only the thoughts that bring good, happy and positive results. It will be your ability to keep your thoughts on what you want and off what you don't want that will be the true measure of your character.

With best wishes,

Yours sincerely,



(CS DATLA HANUMANTA RAJU)

president@icsi.edu

Hyderabad  
May 13, 2009

## ACADEMIC GUIDANCE

### ELL - Executive Programme/ ELIL - OS ISSUES RELATING TO COPYRIGHT LAW AND ITS ENFORCEMENT IN A QUESTION – ANSWER FORMAT<sup>1</sup>

#### 1. What is copyright?

Copyright is a right given by the law to creators of literary, dramatic, musical and artistic works and producers of cinematograph films and sound recordings. In fact, it is a bundle of rights including, *inter alia*, rights of reproduction, communication to the public, adaptation and translation of the work. There could be slight variations in the composition of the rights depending on the work.

#### 2. Why should copyright be protected?

Copyright ensures certain minimum safeguards of the rights of authors over their creations, thereby protecting and rewarding creativity. Creativity being the keystone of progress, no civilized society can afford to ignore the basic requirement of encouraging the same. Economic and social development of a society is dependent on creativity. The protection provided by copyright to the efforts of writers, artists, designers, dramatists, musicians, architects and producers of sound recordings, cinematograph films and computer software, creates an atmosphere conducive to creativity, which induces them to create more and motivates others to create.

#### 3. Is it not true that strict application of the principle of protection of copyright hampers economic and cultural development of the society?

Yes. If copyright protection is applied rigidly, it can hamper progress of the society. However, copyright laws are enacted with necessary exceptions and limitations to ensure that a balance is maintained between the interests of the creators and of the community.

To strike an appropriate and viable balance between the rights of the copyright owners and the interests of the society as a whole, there are exceptions in the law. Many types of exploitation of work which are for social purposes such as education, religious ceremonies, and so on are exempted from the operation of the rights granted in the Act.

Copyright in a work is considered as infringed only if a substantial part is made use of unauthorisedly. What is 'substantial' varies from case to case. More often than not, it is a matter of quality rather than quantity. For example, if a lyricist copy a very catching phrase from another lyricist's song, there is likely to be infringement even if that phrase is very short.

#### 4. Does the law allow any use of a work without permission of the owner of the copyright, and, if so, which are they?

Subject to certain conditions, a fair deal for research, study, criticism, review and news reporting, as well as use of works in library and schools and in the legislatures, is permitted without specific permission of the copyright owners. In order to protect the interests of users, some exemptions have been prescribed in respect of specific uses of works enjoying copyright. Some of the exemptions are the uses of the work

- i. for the purpose of research or private study,
- ii. for criticism or review,
- iii. for reporting current events,
- iv. in connection with judicial proceeding,
- v. performance by an amateur club or society if the performance is given to a non-paying audience, and
- vi. the making of sound recordings of literary, dramatic or musical works under certain conditions.

#### 5. What is the scope of protection in the Copyright Act, 1957?

The Copyright Act, 1957 protects original literary, dramatic, musical and artistic works and cinematograph films and sound recordings from unauthorized uses. Unlike the case with patents, copyright protects the expressions and not the ideas. There is no copyright in an idea.

#### 6. Does copyright apply to titles and names?

Copyright does not ordinarily protect titles by themselves or names, short word combinations, slogans, short phrases, methods, plots or factual information. Copyright does not protect ideas or concepts. To get the protection of copyright a work must be original.

#### WORK

#### 7. What is a work?

A work means any of the following, namely, a literary, dramatic, musical or artistic work, a cinematograph film, or a sound recording.

#### 8. What is a work of joint authorship?

"Work of joint authorship" means a work produced by the collaboration of two or more authors in which the contribution of one author is not distinct from the contribution of the other author or authors.

#### 9. What are the classes of works for which copyrights protection is available in India?

Copyright subsists throughout India in the following classes of works:

- Original literary, dramatic, musical and artistic works;
- Cinematograph films; and
- Sound recordings.

#### 10 What is an artistic work?

An artistic work means-

- a painting, a sculpture, a drawing (including a diagram, map, chart or plan), an engraving or a photograph, whether or not any such work possesses artistic quality;
- a work of architecture; and
- any other work of artistic craftsmanship.

#### 11. What is a musical work?

"Musical work" means a work consisting of music and includes any graphical notation of such work but does not include any words or any action intended to be sung, spoken or performed with the music. A musical work need not be written down to enjoy copyright protection.

#### 12. What is a sound recording?

"Sound recording" means a recording of sounds from which sounds may be produced regardless of the medium on which such recording is made or the method by which the sounds are produced. A phonogram and a CD-ROM are sound recordings.

#### 13. What is a cinematograph film?

"Cinematograph film" means any work of visual recording on any medium produced through a process from which a moving image may be produced by any means and includes a sound recording accompanying such visual recording and "cinematograph" shall be construed as including any work produced by any process analogous to cinematography including video films.

#### 14. What is a government work?

"Government work" means a work which is made or published by or under the direction or control of

- the government or any department of the government
- any legislature in India, and
- any court, tribunal or other judicial authority in India.

#### 15. What is an Indian work?

"Indian work" means a literary, dramatic or musical work,

- the author of which is a citizen of India; or

1. Compiled by Archana Kaul, Assistant Director, The ICSI.  
Source: The Ministry of Human Resource Development Publication.

- which is first published in India; or
- the author of which, in the case of an unpublished work is, at the time of the making of the work, a citizen of India.

## **AUTHORSHIP AND OWNERSHIP**

### **16. Whose rights are protected by copyright?**

Copyright protects the rights of authors, i.e., creators of intellectual property in the form of literary, musical, dramatic and artistic works and cinematograph films and sound recordings.

### **17. Who is the first owner of copyright in a work?**

Ordinarily the author is the first owner of copyright in a work.

### **18. Who is an author?**

- In the case of a literary or dramatic work the author, i.e., the person who creates the work.
- In the case of a musical work, the composer.
- In the case of a cinematograph film, the producer.
- In the case of a sound recording, the producer.
- In the case of a photograph, the photographer.
- In the case of a computer generated work, the person who causes the work to be created.

### **19. Who all have rights in a musical sound recording?**

There are many right holders in a musical sound recording. For example, the lyricist who wrote the lyrics, the composer who set the music, the singer who sang the song, the musician (s) who performed the background music, and the person or company who produced the sound recording.

### **20. Is it necessary to obtain any licence or permission to use a musical sound recording for public performance?**

A sound recording generally comprises various rights. It is necessary to obtain the licences from each and every right owner in the sound recording. This would *inter alia*, include the producer of the sound recording, the lyricist who wrote the lyrics, and the musician who composed the music.

### **21. Who is the owner of copyright in a government work?**

In the case of a government work, government shall, in the absence of any agreement to the contrary, be the first owner of the copyright therein.

### **22. Who is the owner of copyright in the work of a public undertaking?**

In the case of a work made or first published by or under the direction or control of any public undertaking, such public undertaking shall, in the absence of any agreement to the contrary, be the first owner of the copyright therein.

### **23. Who is the owner of copyright in works by journalists during the course of their employment?**

In the case of a literary, dramatic or artistic work made by the author in the course of his employment by the proprietor of a newspaper, magazine or similar periodical under a contract of service or apprenticeship, for the purpose of publication in a newspaper, magazine or similar periodical, the said proprietor shall, in the absence of any agreement to the contrary, be the first owner of the copyright in the work in so far as the copyright relates to the publication of the work in any newspaper, magazine or similar periodical, or to the reproduction of the work for the purpose of its being so published, but in all other respects the author shall be the first owner of the copyright in the work.

### **24. Who is the owner of a work produced during the course of the author's employment?**

In the case of a work made in the course of the author's employment under a contract of service or apprenticeship, the employer shall, in the absence of any agreement to the contrary, be the first owner of the copyright therein.

### **25. Who is the owner of the copyright in the case of a work produced for valuable consideration at the instance of another person?**

In the case of a photograph taken, or a painting or portrait drawn, or an engraving or a cinematograph film made, for valuable consideration at the instance of any person, such person shall, in the absence of any agreement to the contrary, be the first owner of the copyright therein.

### **26. Is copyright assignable?**

Yes. The owner of the copyright in an existing work or the prospective owner of the copyright in a future work may assign to any person the copyright either wholly or partially and either generally or subject to limitations and either for the whole term of the copyright or any part thereof.

### **27. What is the mode of assigning copyright?**

It shall be in writing signed by the assignor or by his duly authorised agent. It shall identify the specific works and specify the rights assigned and the duration and territorial extent of such assignment. It shall also specify the amount of royalty payable, if any, to the author or his legal heirs during the currency of the assignment and the assignment shall be subject to revision, extension or termination on terms mutually agreed upon by the parties.

### **28. Does an assignment lapse automatically?**

Where the assignee does not exercise the rights assigned to him within a period of one year from the date of assignment, the assignment in respect of such rights shall be deemed to have lapsed after the expiry of the said period unless otherwise specified in the assignment.

### **29. What will be the period of assignment if not specifically stated in the assignments?**

If the period of assignment is not stated, it shall be deemed to be five years from the date of assignment.

### **30. What will be the territorial extent of the assignment if not specified in the assignment?**

If the territorial extent of assignment of the rights is not specified, it shall be presumed to extend within the whole of India.

### **31. Can an author relinquish copyright and, if so, how?**

The author of a work may relinquish all or any of the rights comprising the copyright in the work by giving notice in the prescribed form to the Registrar of Copyrights.

## **DIFFERENT RIGHTS**

### **32. Are copyrights same for all classes of works?**

No. The rights vary according to the class of work.

### **33. What are the rights in the case of a literary work?**

In the case of a literary work (except computer programme), copyright means the exclusive right

- To reproduce the work
- To issue copies of the work to the public
- To perform the work in public
- To communicate the work to the public.
- To make cinematograph film or sound recording in respect of the work
- To make any translation of the work
- To make any adaptation of the work.

### **34. Is translation of an original work also protected by copyright?**

Yes. All the rights of the original work apply to a translation also.

### **35. Are computer programmes protected under Copyright Act?**

Yes. Computer programmes are protected under the Copyright Act. They are treated as literary works.



## 36. Are there any special rights in computer programmes?

Yes. In addition to all the rights applicable to a literary work, owner of the copyright in a computer programme enjoys the rights to sell or give on hire or offer for sale or hire, regardless of whether such a copy has been sold or given on hire on earlier occasion.

## 37. What are the rights in a dramatic work?

In the case of a dramatic work, copyright means the exclusive right

- To reproduce the work
- To communicate the work to the public or perform the work in public
- To issue copies of the work to the public
- To include the work in any cinematograph film
- To make any adaptation of the work
- To make translation of the work.

## 38. What are the rights in an artistic work?

In the case of an artistic work, copyright means the exclusive right

- To reproduce the work
- To communicate the work to the public
- To issue copies of the work to the public
- To include the work in any cinematograph film
- To make any adaptation of the work.

## 39. What are the rights in a musical work?

In the case of a musical work, copyright means the exclusive right

- To reproduce the work
- To issue copies of the work to the public
- To perform the work in public
- To communicate the work to the public
- To make cinematograph film or sound recording in respect of the work
- To make any translation of the work
- To make any adaptation of the work.

## 40. What are the rights in a cinematograph film?

In the case of a cinematograph film, copyright means the exclusive right

- To make a copy of the film including a photograph of any image forming part thereof
- To sell or give on hire or offer for sale or hire a copy of the film
- To communicate the cinematograph film to the public.

## 41. What are the rights in a sound recording?

- To make any other sound recording embodying it
- To sell or give on hire, or offer for sale or hire, any copy of the sound recording
- To communicate the sound recording to the public.

## 42. What is the right of reproduction?

The right of reproduction commonly means that no person shall make one or more copies of a work or of a substantial part of it in any material form including sound and film recording without the permission of the copyright owner. The most common kind of reproduction is printing an edition of a work. Reproduction occurs in storing of a work in the computer memory.

## 43. What is the right of communication to the public?

Communication to the public means making any work available for being seen or heard or otherwise enjoyed by the public directly or by any means of display or diffusion. It is not necessary that any member of the public actually sees, hears or otherwise enjoys the work so

made available. For example, a cable operator may transmit a cinematograph film, which no member of the public may see. Still it is a communication to the public. The fact that the work in question is accessible to the public is enough to say that the work is communicated to the public.

## 44. What is an adaptation?

Adaptation involves the preparation of a new work in the same or different form based upon an already existing work. The Copyright Act defines the following acts as adaptations:

- a. Conversion of a dramatic work into a non dramatic work
- b. Conversion of a literary or artistic work into a dramatic work
- c. Re-arrangement of a literary or dramatic work
- d. Depiction in a comic form or through pictures of a literary or dramatic work
- e. Transcription of a musical work or any act involving re-arrangement or alteration of an existing work.

The making of a cinematograph film of a literary or dramatic or musical work is also an adaptation.

## 45. Can any person translate a work without the permission of the owner of the copyright in the work?

No. A person cannot translate a work enjoying copyright without the permission of the copyright owner.

## 46. Is there any copyright over news?

No. There is no copyright over news. However, there is copyright over the way in which a news item is reported.

## REGISTRATION OF COPYRIGHT

### 47. Is it necessary to register a work to claim copyright?

No. Acquisition of copyright is automatic and it does not require any formality. However, certificate of registration of copyright and the entries made therein serve as *prima facie* evidence in a court of law with reference to dispute relating to ownership of copyright.

### 48. What is the procedure for registration of a work under the Copyright Act, 1957?

Copyright comes into existence as soon as a work is created and no formality is required to be completed for acquiring copyright. However, facilities exist for having the work registered in the Register of Copyrights maintained in the Copyright Office of the Department of Education. The entries made in the Register of Copyrights serve as *prima-facie* evidence in the court of law. The Copyright Office has been set up to provide registration facilities to all types of works and is headed by a Registrar of Copyrights and is located at B.2/W.3, C.R. Barracks, Kasturba Gandhi Marg, New Delhi- 110 003, Tel: 338 4387

### 49. What are the guidelines regarding registration of a work under the Copyright Act?

Chapter VI of the Copyright Rules, 1956, as amended, sets out the procedure for the registration of a work. Copies of the Act and Rules can be obtained from the Manager of Publications, Publication Branch, Civil Lines, Delhi or his authorised dealers on payment. The procedure for registration is as follows:

- a. Application for registration is to be made on Form IV (Including Statement of Particulars and Statement of Further Particulars) as prescribed in the first schedule to the Rules ;
- b. Separate applications should be made for registration of each work;
- c. Each application should be accompanied by the requisite fee prescribed in the second schedule to the Rules; and
- d. The applications should be signed by the applicant or the advocate in whose favour a Vakalatnama or Power of Attorney has been executed. The Power of Attorney signed by the party and accepted by the advocate should also be enclosed.

# Academic Guidance

Each and every column of the Statement of Particulars and Statement of Further Particulars should be replied specifically.

Both published and unpublished works can be registered. Copyright in works published before 21<sup>st</sup> January, 1958, i.e., before the Copyright Act, 1957 came in force, can also be registered, provided the works still enjoy copyright. Three copies of published work may be sent along with the application. If the work to be registered is unpublished, a copy of the manuscript has to be sent along with the application for affixing the stamp of the Copyright Office in proof of the work having been registered. In case two copies of the manuscript are sent, one copy of the same duly stamped will be returned, while the other will be retained, as far as possible, in the Copyright Office for record and will be kept confidential. It would also be open to the applicant to send only extracts from the unpublished work instead of the whole manuscript and ask for the return of the extracts after being stamped with the seal of the Copyright Office.

When a work has been registered as unpublished and subsequently it is published, the applicant may apply for changes in particulars entered in the Register of Copyright in Form V with prescribed fee.

Application for registration of copyright alongwith statement of particulars and instructions for filling up the statement of particulars are at Appendix - I.

## TERM OF COPYRIGHT

### 50. Is copyright protected in perpetuity?

No. It is protected for a limited period of time.

### 51. What is the term of protection of copyright?

The general rule is that copyright lasts for 60 years. In the case of original literary, dramatic, musical and artistic works the 60-year period is counted from the year following the death of the author. In the case of cinematograph films, sound recordings, photographs, posthumous publications, anonymous and pseudonymous publications, works of government and works of international organisations, the 60-year period is counted from the date of publication.

## SECURITIES LAWS & COMPLIANCES<sup>2</sup>

### 1. Highlights of the Amendments in the Listing Agreement

SEBI vide its Circular dated April 24, 2009 has directed Amendments in the Listing Agreement. The Highlights of the Amendments are as under :

#### ● Uniform procedure for dealing with unclaimed shares - Insertion of Clause 5A

Uniform procedure has been prescribed for dealing with unclaimed shares i.e. shares which could not be allotted to the rightful shareholder due to insufficient information or any other reason.

The new Clause 5A inter alia, provides the following:

- The unclaimed shares shall be credited to a demat suspense account opened by the issuer with one of the depository participants.
- Any corporate benefit in terms of securities, accruing on unclaimed shares such as bonus shares, split etc., shall also be credited to such account.
- Details of shareholding of each individual allottee whose shares have been credited to such suspense account shall be properly maintained by the issuer.
- The allottee's account shall be credited as and when he/she approaches the issuer, after undertaking the proper verification of identity of the allottee.
- The voting rights of these shares will remain frozen till the rightful owner claims the shares.

(f) Details (in aggregate) of shares in the suspense account including freeze on their voting rights, shall be disclosed in the Annual Report as long as there are shares in the suspense account.

#### ● Reduced Notice period for Record Date and board Meeting - Amendments to Clause 16 and 19

The timelines for notice period for all corporate actions like dividend, bonus etc has been reduced. The notice period for Record Date has been reduced to 7 working days and Board Meeting has been reduced to 2 working days.

#### ● Uniformity in dividend declaration- Insertion of Clause 20A

In order to bring uniformity in the manner of declaring dividend among listed companies it has been made mandatory for listed companies to declare dividend on per share basis only.

#### ● Format of Shareholding Pattern - Amendment to Clause 35

The format of Disclosure of shareholding pattern has been amended to include disclosure regarding each class of security and voting rights pattern in the company.

### 2. Overview of process under SEBI Consent Order Scheme

SEBI settles the pending enforcement actions through consent and compounding. It provides the process for different kinds of enforcement actions such as prosecution, adjudication, section 11B proceedings, etc. The process broadly followed is as under:

- On receipt of an application from the concerned entity for settlement, an internal Committee of Division Chiefs after meeting the applicant examines if the terms offered by it are appropriate for settlement.
- The terms finally offered by the applicant are placed before the High Powered Advisory Committee (HPAC), which is headed by a former Judge of a High Court, to ascertain if the terms are fair and reasonable.
- The HPAC, after taking into account facts and circumstances of the case and the factors specified in the Circular, makes its recommendations accepting, declining or suggesting modifications in the terms offered by the applicant.
- A panel of two Whole Time Members considers the recommendations of the HPAC and takes a decision whether to settle the enforcement action on the said terms or decline the settlement.
- On compliance of the terms of settlement, as approved by the panel, a consent order is passed by SEBI, if the matter is pending before it.
- The agreed consent terms are placed before the Securities Appellate Tribunal or Courts, as the case may be, if the matter is pending before them, for appropriate orders.
- In case of compounding, the approved compounding terms are submitted before the Court for its consideration.

### 3. Supreme Court gives SEBI protection from Securities Appellate Tribunal (SAT)

There have been instances where aggrieved parties have moved SAT against the SEBI decision and the tribunal has let them off after imposing monetary penalties.

In an important ruling, the Supreme Court (SC) held that the Securities and Appellate Tribunal (SAT), a quasi judicial authority that presides over capital market-related cases, has no powers to modify the penalty imposed on stock brokers by SEBI.

Justice Arijit Pasayat delivered this ruling hearing an old case filed by SEBI challenging the power of SAT to modify the nature of penalty imposed by it on stock brokers who violated the SEBI Act 1992.

While disposing of the case, the apex court made it clear that SEBI can suspend the licence of a broker for minor violation of rules and cancel it altogether in case of major violations, and the tribunal cannot

2. Prepared by Sonia Bajjal, Assistant Director, The ICSI.

alter the market regulator's decision.

In the matter of SEBI versus Saikala Associates, on which the apex court ruling came, SAT had changed the penalties imposed by the market regulator on various erring sub-brokers and let them off.

SAT had converted the penalty of suspension of certificate of registration issued by SEBI to sub-brokers Saikala Associates and Shipla Stock Brokers Pvt Ltd to monetary penalty of Rs 300,000 and Rs 100,000 respectively.

SEBI then moved the apex court against the tribunal's decision.

The court said in its ruling, "When something is to be done statutorily in a particular way, it can only be done that way. There is no scope for taking shelter under a discretionary power."

## Taxation

### CONCEPTS OF TRANSFER PRICING<sup>3</sup>

#### Introduction

- Transfer pricing provisions were introduced in India by the Finance Act 2001 as an anti-avoidance measure under Chapter X of the Income Tax Act, 1961 with effect from 1 April 2001.
- The basic intention underlying the new transfer pricing regulations is to prevent shifting out of profits by manipulating prices charged or paid in international transactions, thereby eroding the Country's tax base.
- Transfer pricing is used in situations where MNEs (Multinational Enterprises) seek to cut their tax burden by artificially shifting the profits from higher tax jurisdictions to lower tax jurisdictions without a considerable change in business operations.
- Transfer pricing provisions provide a statutory framework for computation of reasonable, fair and equitable profits and tax in India in the case of multinational enterprises.

#### Meaning of Transfer pricing

- **Transfer pricing** refers to the pricing of assets, tangible and intangible, services, and funds transferred within an organization. For example, goods from the production division may be sold to the marketing division, or goods from a parent company may be sold to a foreign subsidiary. Since the prices are set within an organization (i.e. **controlled**), the typical market mechanisms that establish prices for such transactions between third parties may not apply.
- **Transfer pricing from tax perspective:** The transfer price is that price which is arrived at when two associated enterprises or related parties deal with each other in order to manipulate the price in a manner whereby the profits are transferred to the entity of that country where the tax rates are lower. To illustrate this, let us suppose a subsidiary company, resident in country A (which has a tax rate of, say, 40%) manufactures goods and transfers them to its parent company in country B (which has a tax rate of 20%) for trading. In order to increase the overall profits of the group company, it will seek to supply the goods at prices which are lower than the market price. So, in effect, the subsidiary company in country A will have lower profits and [therefore,] a lower tax incidence whereas the parent company in country B is affected in the opposite manner higher profits due to low costs, but lower taxes because of the tax rate.

Applicability of provisions relating to avoidance of tax:

The provisions of transfer pricing shall be applicable if following conditions are fulfilled:

1. There must be an **international transaction**;
2. Such international transaction should be between two or more **associated enterprises** either or both of whom are non residents;

3. Prepared by Aparna Chauhan, Assistant Education Officer, The ICSI.

3. Such international transaction should be in the nature of :
  - (i) purchase, sale or lease of tangible or intangible property; or
  - (ii) provision of service; or
  - (iii) lending or borrowing money; or
  - (iv) any other transaction having a bearing on the profits, income, losses or assets of such enterprise.
4. Such transaction may also involve allocation of contribution to any cost on the basis of mutual agreement between such associated enterprises.
5. Such international transaction must not be done at **arm's length price**.
6. The above adjustment must result either in an increase of income or decrease of loss returned by assessee.

#### International Transaction

International transaction means a transaction between two or more associated enterprises, either or both of whom are non resident and such transaction are in the nature of purchase, sale of property or provision of service or lending and borrowing money.

Further an international transaction indicates that the adjustments are to be made in the income vis-a vis individual transaction.

#### Associated Enterprises:

As transfer pricing provisions are applicable only to transactions between 'associated enterprises', therefore it is essential to be clear that what constitute associated enterprise. An enterprise shall be an associated enterprise if it falls under the situations covered under section 92A. Let's discuss some situation where an enterprise is an associated enterprise;

- Where an enterprise participates in the management, capital or control of other enterprise then, the other enterprise regarded as associated enterprise; or

**Example:** A Ltd. Participates in the management or control or capital of Y Ltd. In this case Y Ltd. shall be associated enterprise of A Ltd.

- Where one or more persons participates in the management, capital or control of one enterprise and the same persons also have same privilege in other enterprise than both of these enterprise are associated enterprises;

**Example:** A Ltd. participates in management or control of X Ltd and y Ltd. then X ltd. and Y ltd. are associated enterprise along with A ltd, X ltd and Y ltd are associated enterprises amongst themselves.

Section 92A(2), enlists 13 situations in which two enterprises shall be deemed to be associated enterprise.

#### Arm's Length Price

"Arm's length price" means a price which is applied or proposed to be applied in a transaction between persons other than associated enterprises, in uncontrolled conditions. It is the price which would have prevailed between enterprises, not associated or related with each other.

#### Computation of Arm's length price

Arm's length price can be determined on the basis of any of the following methods;

- (i) Comparable uncontrolled price method (CUPM)
- (ii) Cost plus method(CPM)
- (iii) Resale price method (RPM)
- (iv) Profit split method(PSM)
- (v) Transactional net margin method (TNMM)
- (vi) Such other method as may be prescribed by the board.

Before selecting any method, the following procedure should be followed:

- (i) Identify the international transaction

# Academic Guidance

- (ii) Also identify a transaction between enterprises other than associated enterprises.
- (iii) Compare the international transactions with uncontrolled transactions.
- (iv) If there are deviations then calculate the Arm's length price by applying the most appropriate method.

**Methods for calculating arms length price:** A brief view of the methods of calculating Arm's Length Price is given below:

### 1. Comparable Uncontrolled Prices method (CUP):

In order to determine the Arm's length price, first identify the price charged in comparable uncontrolled transaction, then, make due adjustments relating to the differences which could materially affect the price in open market in relation to terms and conditions and risks involved. Afterward, make necessary adjustment in the international transaction if there is any variances between the Arm's length price and the price charged in international transaction.

*\*The method is particularly good where an independent enterprise sells the same goods as is sold by the associated enterprises*

*Example:* Radhika enterprise manufactures refrigerator and sells them to Samsung Japan 1000 refrigerator at a price of Rs.7500 per unit and to L.G korea 100 refrigerator at a price of Rs.10,000 per unit. Samsung is the associated enterprise of Radhika enterprise. The differences between the two prices is due to a free warranty being given to L.G Korea whereas sale to Samsung is without warranty the estimated cost of warranty is Rs.1000.

Calculation of Arm's Length Price	Rs.
Sale price of refrigerator sold to L.G	10,000
Less: Adjustment due to terms and conditions	
Estimated cost of Warranty	1000
Arm's Length Price for refrigerator sold to Samsung	9,000
Difference between the two prices (9,000 – 7500)	1,500
The total income of Samsung shall be increased	(1500* 1000)
by Rs.15, 00,000	

### 2. Cost plus Method (CPM):

Here, the total cost of production incurred by the tested enterprise in transferring goods and services to Associated Enterprises (AEs) is calculated and the total gross profit mark up used by comparable entities in similar transactions with independent enterprises is determined. For calculating the Arm's length price, the total cost of production to be increased by the total gross mark-up arrived at after taking into account functional and other differences.

*\*Useful where semi-finished goods are sold between associates.*

*Example:* A Ltd, a USA company is an associated enterprise of B Ltd. India. B Ltd develops software for various customers including A Ltd. B Ltd during the year billed A Ltd USA 2000 man-hours at the rate Rs.400 per man-hour. The total cost for executing this work amounted to Rs.6, 50,000. B Ltd earned a gross profit of 40% on other sales in India.

Calculation of Arm's Length Price	Rs.
Total Cost of Production	6, 50,000
Add: Gross Profit mark up in uncontrolled conditions	2, 60,000
Arm's Length Price	9, 10,000
Billed Income (2000*400)	8, 00,000
Total Income increased by the difference	Rs.1, 10,000
(9, 10,000-8, 00,000)	

### 3. Resale Price Method (RPM):

This method is similar to CPM. Here, Arm's Length Price is determined by subtracting the appropriate gross profit mark-up from the sale price charged to an independent entity. The appropriate gross margin is determined by comparing the gross margin of comparable

entities with the tested enterprise, after making necessary adjustments regarding functional and other differences.

*\*Used where the seller adds relatively little or no value to products acquired from Associated Enterprises.*

*Example:* Ambika Ltd. India and Samsung Japan are associated enterprises, Ambika Ltd imports 200 mobile phones from Samsung Japan at a price of 12,000 per unit and sale to Radhika Ltd at Rs.15000 per unit. The Ambika Ltd sold to Rayan enterprise at a gross profit of 10%.

Calculation of Arm's Length Price:	Rs.
Resale price of mobile	15000
Less: Normal gross profit margin @10%	1500
Arm's Length Price	13500
International Transaction Price	12000
Difference (13500-12000)	1500
The Total Income of Ambika Ltd shall be increased	(1500*200)
by Rs.3, 00,000	

### 4. Profit Split Method (PSM):

First, the combined net profit incurring to related enterprises from a transaction is determined. Then, the combined net profit is allocated between related enterprises with reference to relative contribution achieved by independent entities in similar transactions. The relative contribution of related parties is then evaluated on the basis of assets employed, functions performed or to be performed and risk assumed. The profit so arrived shall be taken to arrive at the arms length price.

*\*PSM is used when international transactions involving transfer of unique intangibles and in multiple transaction that are so integrated that it becomes impossible to conduct a Transfer Price analysis on a transactional basis.*

*Example:* X Ltd UK executes an order with S Ltd India and Z Ltd Japan all these entities are associated enterprises of \$100,000 received from Y Ltd Germany. S Ltd and Z Ltd received a sum of \$27, 000 and \$24,000 respectively and the balance keeps for itself. In the entire transaction, a profit of \$16000 is earned.

The relative contribution of X, Z and S Ltd is 40%, 25% and 35% respectively.

Calculation of Arm's length Price: (*only in case of S Ltd*)

Profit of S Ltd on the basis of relative contribution:

(\$16000*35%)	\$5600
Total cost of S Ltd.	\$24000
Revenue of S Ltd India at Arm's Length Price	\$29600
(\$5600+\$24000)	
Actual revenue of S Ltd.	\$27000
Total income of S Ltd shall be increased by	\$2600
(\$29600-\$27000)	

### 5. Transactional Net Margin Method (TNMM):

Transactional net margin method compares the net profit margin relative to an appropriate base (sales, assets or costs incurred) of the tested party with net profit margin of the independent enterprises in similar transactions after making adjustments regarding functional differences and risk involved.

*\*TNMM is normally adopted in cases of transfer of semi-finished goods, distribution of finished products (where resale price method (RPM) cannot be adequately applied) and transactions involving the provision of services.*

Under the Indian TP regime, there is no hierarchy in terms of preferred methods of determining ALP. Indeed, as per section 92C (2) of the Income Tax 1961, the most appropriate method has to be applied for determining ALP in the manner prescribed under Rules 10A to 10C notified vide S.O. 808 E dated 21.8.2001.

## LEGAL WORLD

Compiled by T.K.A. Padmanabhan, FCS, Advocate, New Delhi.

### CORPORATE LAWS

#### LW(S) 20.5.2009

**KIRTILAL DALIDAS DIAMONDS EXPORTS P. LTD., In re [(2009) 148 Comp Cas 607 (Bom)], A.M.Khanwilkar J. [Decided on 29. 02. 2008]**

**Companies Act, 1956 - Section 394 – Amalgamation - Transferor a partnership firm - Can be merged with transferee company - Held, Yes.**

**Brief Facts:** A scheme of amalgamation was proposed between four transferor companies and a firm and a transferee company and their respective shareholders and partners. The firm having eight partners, submitted that it was an unregistered company within the meaning of section 582(b) of the Companies Act, 1956. The partners of the firm had consented to the proposed scheme. It was further submitted that section 390 of the 1956 Act, defined the expression company to mean any company liable to be wound up under the Act and that the firm could be merged with the transferee company.

**Decision:** Scheme sanctioned.

**Reasons:** All requisite statutory compliance had been fulfilled, the scheme was fair and reasonable and not violative of any law or contrary to public policy. The firm was to be dissolved and succeeded by the transferee company. The Registrar of firms was directed to transfer all documents relating to the firm to the Registrar of Companies.

#### LW(S) 21.5.2009

**SREE SABARI MILLS v. REVENUE DIVISIONAL OFFICER & ORS [(2009) 148 Comp Cas 475 (Mad)], M.Jaichandren, J. [Decided on 17.12.2008]**

**Section 22 of the SICA 1986 read with payment of Gratuity Act, 1972 - Gratuity amount payable - whether recovery could be stopped under SICA - Held, No.**

**Brief Facts:** The gratuity amounts due to the third and fourth respondents from the petitioner company were determined by the Controlling Authority under the Payment of Gratuity Act, 1972 and steps were initiated for recovery of the determined amount. The petitioner sought to restrain the first respondent from taking further steps against the petitioner pursuant to a distraint order. It was contended that it had been referred to the BIFR and no proceedings could be taken against it without the consent of the Board; that even though it was open for the Controlling Authority to compute the amount, it was not open to any authority to take steps to recover the amount without the consent of the Board.

**Decision:** Petition dismissed.

**Reasons:** At the stage of hearing of the writ petition, learned counsel appearing on behalf of the third and the fourth respondents had relied on a decision of a Full Bench of this court in *Gowri Spinning Mills P. Ltd. v. Assistant Provident Fund Commissioner* (2006) 134 Comp Cas 33 wherein, it has been held that the provident fund dues, under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, are not covered by section 22(1) of the Sick Industrial Companies (Special provisions) Act 1985, and the provident fund benefits which the employees are entitled to cannot be placed on the same footing as taxes of the Government or dues of other commercial ventures or dues to corporation or like others.

Learned counsel appearing on behalf of the third and fourth respondents had submitted that the payment of the gratuity amount due to the third and fourth respondents, being statutory dues recoverable

from the petitioner-mills, they would not be protected by section 22 of the Sick Industrial Companies (Special Provisions) Act, 1985.

In view of the submissions made on behalf of the petitioner, as well as the respondents and in view of the decision cited *supra*, it is clear that the petitioner has not shown sufficient cause or reason for this court to grant the prayer, as prayed for by the writ petitioner in the present writ petition. Hence, the writ petition stands dismissed.

#### LW(S) 22.5.2009

**BAYWEST POWER AND ENERGY P. LTD. v. ZLPRO INTERNATIONAL LTD. & ANR [(2009) 148 Comp Cas 751 (Kar)], Deepak Verma & K.L.Manjunath JJ. [Decided on 22.01.2008]**

**Companies Act, 1956 - Section 433 - Winding up of company - Statutory notice received by employee - Company failed to pay the admitted amount - Whether winding up be admitted - Held, Yes.**

**Brief Facts:** The appellant company was ordered to be wound up for its inability to pay admitted liability despite service of notice. Appellant company appealed to the Division Bench contending that the notice issued by the respondent was not in accordance with the provisions of the Companies Act, 1956, as it had not been addressed to the person who represented the company but was served on an employee who was not authorised to receive such notice.

**Decision:** Appeal dismissed.

**Reasons:** The notice was issued by the respondent and received by the appellant-company at its registered office. When the notice was received by the registered office of the appellant company and was served on an employee of the appellant company, it was not the concern of the respondent who was to receive it at the appellant's office. The respondent had satisfied the requirement of law in issuance of such statutory notice.

The appellant company should have paid the admitted amount after receipt of the notice under protest or after receipt of summons from the court. The appellant company had failed to deposit the amount even when an opportunity was given in appeal. There was no provision to accept the bank guarantee as sought by the appellant. There was no error in the order of the single judge calling for interference.

#### LW(S) 23.5.2009

**In re:FORBES FINANCE LIMITED (CLB), C.A.No.96/19/CB/2008 in C.P.No.792/17/SRB/2007, K.K.Balu,Vice Chairman. [Decided on 11.02.2009]**

**Companies Act, 1956 - Section19(2) - Approval of CLB for change in registered office - Filing of defective Form 21 - Computer system not recording the filing - Validity of order sanctioning alteration of memorandum ceases - Whether the CLB order to be revived - Held, Yes.**

**Brief Facts:** The applicant company shifted its registered office and altered its MoA which was confirmed by the CLB. The company filed the copy of the order of CLB with ROC at Mumbai and at Chennai. However, due to certain defects made while filling Form 21 and filing it electronically, the filed forms were not taken on record by the ROC. The Electronic system does not permit rectification of errors in the forms. Therefore, the validity of the CLB order became redundant. The company moved the present application to revive the order so that fresh filings with ROC could be made.

**Decision:** Application allowed.

**Reasons:** The issue before me is whether the order made on 09.01.2008 in CP.No.792/17/SRB/2007 under section 17 of the Act is to be revived in the facts of the present case. The Company undisputedly has filed with the ROC Chennai, a certified copy of the CLB order dated 09.01.2008 along with Form No.21, within the stipulated time. Form No.21 is admittedly defective, which is only a procedural lapse and mere technicalities cannot defeat the legal rights of the Company, especially when, there is substantial compliance with the requirement of section

18(1)(b), by filing with the registrar, a certified copy of the CLB order within the time specified in section 18(1)(b) of the Act. Having found that the certified copy of the CLB order dated 09.01.2008 has been filed with the Registrar in compliance with Section 18; the order of the CLB shall not become void and inoperative under section 19(2).

At the time same time, Form No.21 filed under SRN A35181734 has been registered by the ROC Chennai on 21.05.2008 beyond one month from the date of filing of the document by the Company, and therefore, it has not been duly registered in accordance with the provisions of section 18(1)(b), in which event any such alteration to situation clause of the memorandum of association already approved by the members of the Company under section 189 and confirmed by the CLB, under section 17 shall not have any effect, in view of the embargo contained in section 19(1) of the Act. In view of the defective Form 21, the computer system is not allowing the authorizing officer to approve it. Against this piquant situation, the prejudices faced by the Company can be remedied only when it is permitted to file afresh the documents required to be filed with the Registrar under section 18, however after condoning the delay, in exercise of the powers under Regulation 44, in order to meet the ends of justice and accordingly, I revive the order dated 09.01.2008 made by CLB. The Company will file a copy of the order with the Registrar within one month from the date of its receipt. With these directions, both the applications stand disposed of.

## TAX LAWS

### LW(S) 24.5.2009

**OMPRAKASH KATYAL & ORS v. UNION OF INDIA [(2009) 310 ITR 174 (PATNA)], Anwar Ahmad J. [Decided on 30.03.2008]**

**Income tax Act, 1961 - Sections 276B and 278B - Failure to deduct TDS and deposit with the Central Government - Directors liability - Prosecution proceedings were initiated against the company and its directors - Petitioning directors contended that they were not responsible for the deduction and payment as competent persons were appointed for the same by the company - whether proceedings to be quashed - Held, yes.**

**Brief Facts:** Complaints were filed under section 276B read with section 278B of the Income Tax Act, 1961, for not making the payment of tax deducted at source within the prescribed time to the credit of the Central Government. The trial court took cognizance of the offence and issued notice to the directors of the company. The directors moved a petition under section 482 of the Code of Criminal Procedure, 1973 and sought quashing of the complaint contending that the petitioners were not managing directors and did not participate in the deduction of tax at source and in depositing it in the account of the Central Government.

**Decision:** Petition allowed.

**Reasons:** Learned lawyer for the petitioners submits that petitioners are, of course, directors of the company and the company had appointed competent officers and consultant to deal with the company's account at Patna. He, therefore, submits that petitioners are not responsible for every act and day to day conduct of the business of the company. He submits that since the company came to know of the default in payment of TDS amount, the company paid the said TDS amount with interest within a short period of 20 days. He therefore, submits that there is no *mala fide* intention and further there has been no consent, connivance or negligence on the part of the petitioners. He, therefore, submits that the petitioners are innocent and, the impugned order be quashed.

Learned lawyer appearing on behalf of the Income tax Department assailed the miscellaneous case on one ground that the petitioners are responsible for the default in the deposit of TDS amount and they being the directors of the company cannot escape from the liability of default in deposit of the TDS amount within due date. In support of his contention, he referred to a decision reported in (1992)196 ITR 41.

He, therefore, contended that the petitioners are responsible for the default in deposit of the TDS amount within due date and, hence, the miscellaneous case be dismissed.

Learned lawyer for the petitioners pointed out that in the aforesaid decision the director was the managing director and he verified the return of income tax of the company and, hence, he was made liable for the offence. He submits that in the present case, the petitioners who are directors are not the managing directors and they have not participated in the deduction of the tax at source and in depositing the same in the TDS account of the Government. He, therefore, submits that aforesaid decision is not applicable in the case of the petitioners.

Considering the allegation, submissions advanced on behalf of the learned lawyer for the petitioners the learned lawyer for the prosecution; I am of the view that this is a fit case for invoking the inherent jurisdiction to prevent the abuse of the process of the court. In the result, the miscellaneous case is allowed and the impugned order is quashed as against the petitioners only.

## GENERAL LAWS

### LW(S) 25.5.2009

**A.K.ARORA v. NATIONAL BUILDING CONSTRUCTIONS CORPORATION LTD. [158 (2009) DLT 217], Sudershan Kumar Misra, J. [Decided on 20.02.2009]**

**Constitution of India - Art.226 - Petitioner applying for VRS and offers to resign if VRS is not accepted - Disciplinary proceedings were pending against the petitioner - Company refused to accept resignation - Whether the action of the respondent is tenable - Held, Yes.**

**Brief Facts:** The petitioner joined the respondent, which is a Government of India Enterprise, as Junior Engineer on 28.1.1985. He was promoted to the post of Assistant Engineer and was designated as Project Executive. On 4.10.2005, he wrote a letter seeking voluntary retirement. There he also stated that if his request for voluntary retirement is not granted, that letter be treated as his resignation from service with immediate effect. However, on 8.11.2005, the petitioner was informed that the competent authority had considered his request and had refused the same due to administrative reasons. Against this decision, the petitioner moved the High court under a writ.

**Decision:** Petition dismissed.

**Reasons:** In the instant case, the petitioner has not stated all the relevant facts fully and fairly. Instead of being truthful, frank and open in disclosing all the material facts without any reservation, even if they are against him, he has chosen not to disclose the fact that an enquiry was pending against him at the time he sought resignation. This was a material fact which could have a direct bearing on the outcome of this case.

If there is an inquiry pending or even contemplated against a delinquent officer on charges that are serious enough to entail a reference to the Central Vigilance Commission, it would certainly be within the scope of sound administrative decision making to prevent such an officer from conveniently stymieing the process and avoiding punishment by using the device of resignation. Most service rules are designed to avoid just such a situation and empower the employer to refuse to accept the resignation tendered. Here, the petitioner's own letter shows that he is facing an inquiry. There is also a statement by respondent's Commission against the petitioner. To my mind, in view of these facts, merely because the petitioner is informed that the competent authority has rejected his resignation, "due to administrative reasons", without communicating those reasons, would not by itself entitle him to relief. Furthermore, no arguments have been addressed and no precedent cited to show that the competent authority was obliged to record specific reasons for rejecting the petitioner's refusing to accept the resignation is bad and deserves to be quashed. I might add that it is not as if the request has been refused without any reason

whatsoever. What is communicated to the petitioner is that his request was turned down by the competent authority for "administrative reasons". To my mind, therefore, the reasons are certainly there. The only thing is that they have not been spelt out in the communication to the petitioner. The only question can be whether the employer was required to communicate all such reasons for its decision or whether the non disclosure of the reasons on which the impugned decision is based, to the employee, *ipso facto* renders that decision bad and further whether under such circumstances, instead of any further directions, such as directing the authority to reconsider the matter and to decide the same after recording its reasons, this Court would have no option but to grant a mandamus directing the authority to accept the resignation tendered by the employee i.e., the petitioner in this case. No arguments were addressed on any of these aspects nor were any precedents cited in this behalf.

Under the circumstances and for all the above reasons, the petition does not warrant the exercise of power under Article 226 of the Constitution of India and the same is dismissed.

### **LW(S) 26.5.2009**

**NORTH WEST KARNATAKA ROAD TRANSPORT CORPORATION v. DY. LABOUR COMMISSIONER & ORS [(2009) 310 ITR 290(Kar)], Subhash B. Adi, J. [Decided on 25.02.2008]**

**Payment of Gratuity Act, 1972 - Deductions from gratuity - Whether TDS from gratuity is deductible - Held, No. Whether compensation towards loss caused is deductible - Held, Yes.**

**Brief Facts:** A claim petition was filed by a workman before the Controlling Authority under the Payment of Gratuity Act, 1972, *inter alia*, claiming the difference of gratuity amount on the ground that though he had completed 27 years 3 months of service, he was not paid the full gratuity. The employer contended that the amount deducted was towards income-tax and also for causing damage to the property of the employer. The Controlling Authority held that the workman was entitled to the difference of gratuity amount and directed the employer to pay the amount. The order was confirmed by the appellate authority.

**Decision:** Appeal partly allowed.

**Reasons:** Section 192 of the Income tax Act, 1961, requires the employer to deduct tax from the salary which includes wages, any annuity or pension, gratuity, fees, commissions, perquisites or profits in lieu of or in addition to any salary or wages, any advance of salary and other payments. Section 10(10) of the Act deals with the exclusion of gratuity amount from the total income and in all cases of payment of gratuity, an exclusion of the gratuity amount is given from the total income by virtue of the notification issued in this behalf by the Central Government. The notification would be on par with the employees of the Government. By a notification dated September 24, 1997, the Central Government has fixed the limit of exclusion of gratuity to the extent of Rs.3.5 lakhs from the purview of the total income. The 1961 Act also excludes the gratuity amount from the total income up to the limit fixed.

The deduction of income tax by the employer was contrary to the provisions of section 10(10) (iii) of the 1961 Act. There was no distinction between the gratuity paid under the Act or otherwise. The contention that the gratuity amount was also liable for income tax was to be rejected and the deduction of income tax from the gratuity amount was not justified.

The bus was damaged due to the accident caused by the deceased workman which was quantified at Rs.25, 000. The provisions of section 4(6) of the 1972 Act confer power on the employer to deduct the amount from the gratuity amount and hence the employer was entitled to deduct the amount from the gratuity.

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## **Reebok India Company**

is a leading footwear and Apparel company in India. It is a multinational. We are looking for young bright candidates who have completed Final / Inter CS from the Institute of Company Secretaries of India to undergo Management Training at our Office at Signature Tower-B, South City-I, Gurgaon, Haryana.

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## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi  
in Collaboration with

### THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

ICSI House, 22, Institutional Area, Lodi Road,  
New Delhi

likely to open the registration for the following  
Programmes exclusively for ICSI Students and  
Members:

- (i) Bachelor of Commerce with Major in Corporate Affairs and Administration (B.Com CA&A);
- (ii) Master of Commerce in Business Policy and Corporate Governance (M.Com BP&CG).

from mid of May 2009 onwards. For further details,  
contact the concerned **Regional Director (Regional  
Centre, IGNOU)** in their area or visit the  
**IGNOU website** at : <http://www.ignou.ac.in>

### ATTENTION STUDENTS !

#### GRANT OF TOTAL EXEMPTION IN UNDERGOING COMPULSORY COMPUTER TRAINING PROGRAM TO PHYSICALLY HANDICAPPED STUDENTS

The Institute has decided to grant total exemption in undergoing the compulsory Computer Training Program to the students belonging to the following based handicapped categories on scrutinizing and conducting assessment/evaluation of the documents submitted in this regard.

1. Physically Handicapped Students :
  - permanent physical disability of more than 50% in one limb; or
  - permanent physical disability of more than 60% in two or more limbs.
2. Visually Disabled Students :
  - 6/60 to 1/60 or field of vision 110-2;
  - 3/60 to 1/60 or field of vision 100;
  - FC at 1 foot to Nil or field of vision 100;
  - Total absence of sight.

The above said categories shall be regarded as permanent physical/visual disability in order to be eligible for concessions/ benefits in granting total exemption from undergoing the Compulsory Computer Training Program.

For availing the aforesaid benefit, such applicants/ students will be required to submit a certificate issued by the Medical Superintendent of a State/Central Government Hospital to this effect.

For further details please visit Institute's website :  
[www.icsi.edu](http://www.icsi.edu)

## 8<sup>TH</sup> ALL INDIA ELOCUTION COMPETITION – 2009

NIRC of The ICSI is hosting the 8<sup>th</sup> All India Elocution  
Competition, 2009

It will be a three tier program:

- ◆ Chapter Level
- ◆ National Level
- ◆ Regional Level

All the Chapters in the first instance would organize Elocution Competition for the students at their level. The winners from each Chapter level event consisting of not more than two students would be participating in the Regional Level Competition to be held at their respective region. One team consisting of two winning contestants from each Region would be participating in the **National level event to be held at New Delhi on Wednesday, the 29<sup>th</sup> July 2009.**

Topics:

- 1) For Chapters & Regional Rounds : Corporate Acquisitions : Governance Issues
- 2) For National Round : Professional Ethics - Success Mantra in Economic Turbulence

#### REGIONAL LEVEL ROUND (NIRC)

A Regional Round of Elocution Competition of NIRC will be conducted on **Saturday, the 18<sup>th</sup> July, 2009 at 4.00 PM** at ICSI-NIRC Building, 4, Prasad Nagar Institutional Area, New Delhi (wherein teams from other chapters of NIRC will also participate) to select two winning contestants who will represent NIRC at the National Level Round.

#### NATIONAL LEVEL ROUND

The National Level Round will be conducted on **Wednesday, the 29<sup>th</sup> July 2009** (wherein teams of all four regions will be participating) at NIRC-ICSI, 4, Prasad Nagar Institutional Area, New Delhi to select the All India winners.

*A rolling shield would be presented to the winner of the national level event at the National Convention of ICSI. The winner will be invited to attend the 37<sup>th</sup> National Convention of the Institute scheduled to be held in Southern Region. A "Certificate of Participation" will be issued to all the participants of the National Level Event by NIRC.*

Students who are interested to participate in the NIRC's Regional Level Round are advised to give their names to the **The Executive Officer, NIRC of The ICSI, 4, Prasad Nagar Institutional Area, New Delhi-5. Tel: 25763090,25767190, Email: eoniro@icsi.edu** latest by 4<sup>th</sup> July, 2009.

## STUDENTS QUIZ



### PRIZE QUERY

**A manufacturing company before starting production borrowed capital for the purpose of business of the company and paid interest thereon. Is this interest paid before commencement of production allowable in the tax assessment of the company?**

#### CONDITIONS

1. Answer should not exceed one page typed in double space. The answer sheet should contain the name, registration number and address of the student.
2. Last date for receipt of answer is **16<sup>th</sup> June, 2009.**
3. Two prizes (a first and a second) in kind will be awarded to the best answers and the names of the contributors will be published in the Bulletin.
4. The envelope should be superscribed **Students Query, May 2009** and addressed by name to **N.K. Jain, Secretary & Chief Executive Officer, The Institute of Company Secretaries of India, 'ICSI House', 22, Institutional Area, Lodi Road, New Delhi-110003.**



## STUDENT SERVICES

### REGISTRATION AND POSTAL TUITION

#### 1. Cancellation of Registration

Registration of students registered upto and including **June, 2004** stands terminated on expiry of five-year period on **31<sup>st</sup> May, 2009** leading to the following immediate consequences :-

- Supply of 'Student Company Secretary' bulletin will be discontinued from May, 2009 onwards.
- Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued (after the expiry of registration period)

They are advised to apply for registration de-novo/ extension of registration as per the guidelines published in this bulletin.

#### 2. Change of Address

Change of address, if any, should be intimated to the Institute by sending a separate letter in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number alongwith the student registration number, name and full postal address with city, state in capital letters.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may, therefore, check up the computerised mailing address as printed on the 'Student Company Secretary' bulletin. In case, it does not carry or carry the wrong PIN CODE number, the same may be intimated immediately quoting student registration number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

#### 3. E-Mail Address of the Students

Those students who are having e-mail address may communicate the same to the Student Services Section at [dss@icsi.edu](mailto:dss@icsi.edu), which will facilitate quick and economic communication from the Institute's side. The e-mail address may be sent in the following format.

Name :  
Registration No. :  
E-Mail Address :

#### 4. Students Identity Card

All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration. For obtaining the Identity Card, students are advised to obtain a proforma from the Headquarters/ Regional Offices of the Institute and send it again to the Institute duly filled up and attested as per instructions given in the prospectus/ registration letter.

Students who have so far not obtained Identity Cards are advised to write to the Institute immediately. The students should carry their Identity Cards without fail for appearing in the Institute's examination. If the Identity Card already issued has been lost or mutilated, student should send a request for obtaining duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested together with Rs. 50/- towards duplicate Identity Card fee.

#### 5. Compulsory Enrolment for Final/ Professional Course.

Students who have passed/completed both groups of Intermediate Executive Programme examination are advised to seek compulsory enrolment for undergoing coaching for the Final course/Professional Programme on payment of Rs. 7500/- towards postal tuition fee.

Please note that a student is admitted to the Final/ Professional

Programme examination only after a minimum period of nine calendar months has elapsed since his/her passing the Intermediate/ Executive Programme examination and subject to completion of coaching and fulfillment of other requirements.

#### 6. Uniformity in Signatures

It has been observed that some of the enrollment applications/ letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

#### 7. Clarification Regarding Paperwise Exemption

- The paperwise exemption is granted only on the basis of specific request received in writing from a registered student along with the attested photocopies of marks sheets for all parts of the Degree/examination (on the basis of which the paperwise exemption is sought) and the exemption fee @ Rs. 100/- per paper. It is one time payment and not to be remitted for availing of paper wise exemption in every session of examination during the validity of registration period.
- The application for claiming paperwise exemption must reach the Institute on or before the last date for submission of enrolment application i.e. 25<sup>th</sup> March and 25<sup>th</sup> September for June and December examinations respectively and with a late fee of Rs. 100/-, the application can be accepted upto 9<sup>th</sup> April and 10<sup>th</sup> October respectively.
- The paperwise exemption once granted holds good during the validity of registration period or passing/completing the examination, whichever is earlier.
- The paperwise exemption is cancelled only on receipt of a specific request in writing from the student concerned on or before the last date for submission of the enrolment application. If any candidate appears in the exempted paper(s) of examination without receiving the written confirmation from the Institute, but by making personal representation, appeal, request, etc., at the Examination Centre at the last moment, his/her appearance in such paper(s) shall automatically be treated as cancelled.
- It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, before the last date of submission of enrolment applications for a particular examination, must see and ensure that they receive written confirmation from the Institute at least 15-20 days prior to the commencement of the examination. Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.
- Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- The candidates who have passed either group of the Intermediate/Final examination under the old syllabus, may claim the paperwise exemption in the corresponding subject(s) of new syllabus indicating the basis of exemption as "APO" in the appropriate column of the enrolment application.

- (h) In case the paperwise exemption has already been granted on the basis of qualification or the candidate is eligible for grant of exemption on the basis of securing 60% or more marks, a photocopy of the letter/marks-sheet issued by the Institute should be enclosed with the enrolment application while claiming such exemption, failing which the same may not be granted for the ensuing examination.
- (i) No exemption fee is payable for availing paperwise exemption on the basis of "APO" or on the basis of securing 60% or more marks in the Institute's examination.
- (j) Paperwise exemption fee is payable only when the exemption is to be availed on the basis of qualification(s) specified for the purpose.

### 8. Exemption from Computer Training

A student can be exempted from undergoing the course on the basis of his existing qualification/degree in the computer field and qualifies the need of 'Course Contents Syllabus' as scheduled by NIIT for C.S. Students, subject to the condition that he or she enrolls himself/herself for an online exemption test (to be conducted by NIIT) from any of the NIIT Center on all India basis and successfully clears the test.

### 9. IMPORTANT

While making any correspondence regarding examination, the students are advised to quote the following particulars for taking prompt action :

i) Name in full (ii) Student Registration number (iii) Stage of examination viz, (FOU/ INTER/ EXE/ FINAL/ PROG) (iv) Group/ Module opted (v) Centre opted (vi) Particulars of fee remitted, i.e. Demand Draft (printed) number, date, amount, name of the bank and its branch (vii) Date and mode of despatch of enrolment application and their complete address with PIN code, telephone number, mobile number or e-mail address.

In case of any specific problem/complaint regarding registration, post-registration, students services and postal/oral coaching, students may contact personally or write to **Sohan Lal**, Director and for academic guidance and suggestions, if any, students may write to **Sutanu Sinha**, Director at the Institute's address.

### ON LINE SERVICES AVAILABLE FOR STUDENTS OF THE INSTITUTE (VISIT : <http://www.icsi.edu>)

1. Students can avail On Line Registration facility to get registered for Foundation and Executive Programme.
2. E-Learning Portal (<http://elearning.icsi.edu>) for CS Foundation Programme.
3. On Line Queries are available for the students :
  - Application Status Query
  - Over all status Query
  - Examination Enrollment Admit Card
  - Enrollment Status Query(Note : Visit Over-all status. Discrepancy/Error if any found, may be brought to our notice)
4. Guidelines for Switch Over to New Syllabus
5. Forms for Students
6. Previous Year Question Papers
7. FAQs
8. Important Dates
9. Students' Bulletin (Both Foundation and Regular Programme)

### EXEMPTION FROM INDIVIDUAL PAPERS OF THE EXECUTIVE PROGRAMME EXAMINATION

In pursuance of the powers conferred on it under clause(3) of the regulation 42 of the Company Secretaries Regulations, 1982, the Council of the Institute of the Company Secretaries of India has decided that a candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee as may be determined by the Council from time to time :

**1. General and Commercial Laws:** M.A./M.B.A. (Corporate Secretaryship) or Degree in Law (three years or five years integrated) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

**2. Company Accounts, Cost and Management Accounting :** M.A. (Corporate Secretaryship)/M.Com/M.B.A. (with Advanced Accountancy as one of the subjects at graduation/post-graduation level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com/M.B.A level having secured 50% marks in the subject concerned) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

**3. Tax Laws:** M.A./M.B.A. (Corporate Secretaryship) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

### ADOPTION OF UNFAIR MEANS

While considering the matters relating to conduct of Institute's December, 2008 examinations, the Examination Committee found an Executive Programme candidate with Roll No. 61814 guilty of adopting unfair means in Module-II of Executive Programme examination. Accordingly, the Committee awarded the punishment of (a) cancellation of result of candidate's appearance in Module-II of Executive Programme examination; and (b) debarred the candidate from appearing in the Institute's next examination.

The Committee further observed that such an unbecoming conduct was not befitting the aspirants intending to join the profession of 'Company Secretaries' and, therefore, any such attempt to indulge in unfair practice by the examinees shall be viewed seriously.

# Student Services

## ATTENTION STUDENTS!

### ICSI STUDENTS EDUCATION FUND TRUST

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA		
	For Students with Family Income below Rs. 60,000 per annum	For Students with Family Income above Rs. 60,000 but below Rs. 1,00,000 per annum	For Academically Bright Students without any limit on their Family Income
Foundation Programme	60% Marks in both Matriculation & Senior Secondary Stages	75% Marks in both Matriculation & Senior Secondary Stages	90% Marks in both Matriculation & Senior Secondary Stages
Executive Programme	60% Marks in both Matriculation & Senior Secondary Stages and 60% Marks in Bachelor's Degree Stage	75% Marks in both Matriculation & Senior Secondary Stages and 60% Marks in Bachelor's Degree Stage	90% Marks in both Matriculation & Senior Secondary Stages and 85% Marks in Bachelor's Degree Stage

### NATURE AND EXTENT OF FINANCIAL ASSISTANCE

Eligible students shall be fully exempted from paying the Registration/ Admission Fee, Postal Tuition Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/ Executive Programmes. Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme).

For detailed guidelines, application form, etc. please visit [www.icsi.edu](http://www.icsi.edu)

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to **Director (Student Services), The Institute of Company Secretaries of India, C-37, Sector – 62, Noida – 201 309.**

### GUIDELINES FOR PROVIDING FINANCIAL ASSISTANCE FROM 'ICSI STUDENTS EDUCATION FUND TRUST'

The Council of the Institute in its 182<sup>nd</sup> meeting held on 31.08.2008 has approved creation of 'ICSI Students Education Fund Trust' with the following objectives :-

#### OBJECTIVES

- To financially assist the economically backward students as part of its social responsibility.
- To promote/ encourage academically bright students to attract the best available talent to the profession.

### CRITERIA FOR FINANCIAL ASSISTANCE

All Registered Students of the Institute fulfilling the relevant criteria given below are eligible to apply for financial assistance under the Scheme. The applications are required to be lodged in the prescribed application form placed at [www.icsi.edu](http://www.icsi.edu).

#### 1. ECONOMICALLY BACKWARD STUDENTS WITH GOOD ACADEMIC RECORD

##### CLAUSE-1

- Students seeking financial grant/ assistance, should have obtained atleast 75% Marks in aggregate or equivalent grade in their Matriculation(10<sup>th</sup>) and Senior Secondary(12<sup>th</sup>) Stage (For Foundation Students) and atleast 60% Marks in their Bachelor's Degree Examinations in the aggregate (For Students of Regular Stage) to get eligible for consideration of such financial grant. The percentage of marks are to be achieved in each and every qualifying stage separately.
- Provided further that the annual income from all sources of the student on his/ her own/ Parents/ Spouse/ Guardian of the Student should not exceed Rupees One Lac.
- Provided further that the Income Certificate issued by the competent authority of the State / Central Government should be submitted.

##### CLAUSE-2

- Students who have obtained atleast 60% Marks in aggregate or equivalent grade in their Matriculation(10<sup>th</sup>) and Senior Secondary(12<sup>th</sup>) Stage (For Foundation Students) and atleast 60% Marks in their Bachelor's Degree Examinations in the aggregate (For Students of Regular Stage) would also be eligible for consideration of financial grant. The percentage of marks are to be achieved in each and every qualifying stage separately.
- Provided further that the annual income from all sources of the Student on his/ her own/ Parents/ Spouse/ Guardian of the Student should not exceed Rupees Sixty Thousand.
- Provided further that the Income Certificate issued by the competent authority of the State/Central Government should be submitted.

The benefits under Clause-1 and Clause-2 of Criteria 1 would be as under :-

- Eligible Students shall be fully exempted from paying the Registration/ Admission Fee, Postal Tuition Fee, Exemption Fee and other fees normally required to be paid by the students at the time of admission.
- Eligible Students shall also be exempted from payment of Examination Fees only for the first attempt. Such exemption would be further subject to the condition that the student should seek enrollment to the Examination at the first available opportunity vis-à-vis their admission date.
- Out of the eligible students under the guidelines of this Scheme, the Foundation Programme students passing the CS Examinations at their first attempt and first available opportunity would be further exempted from payment of Registration Fee, Postal Tuition Fee, Exemption Fee and other fees required for admission to the Executive Programme.

# Student Services

- d) Similar criteria would be followed for students passing the Executive Programme at the first attempt and first available opportunity and would be further exempted from payment of Registration Fee, Postal Tuition Fee, Exemption Fee and other fees required for registration to the Professional Programme.

## 2. ACADEMICALLY BRIGHT STUDENTS

The Institute would promote the best talents available by recognizing the academic achievements of the students so that the profession is further strengthened by attracting very bright students.

- (i) Students seeking financial grant/ assistance, should have obtained atleast 90% Marks in aggregate or equivalent grade in their Senior Secondary(12<sup>th</sup>) Stage (For Foundation Students) and atleast 85% Marks in their Bachelor's Degree Examinations in the aggregate (For Students of Regular Stage) to get eligible for consideration of such financial grant. The percentage of marks are to be achieved in each and every qualifying stage separately.
- (ii) Under this Criteria, there would not be any income limit for the Parent/ Guardian of the students and the applications would be considered purely on academic merit.

The benefits under Criteria-2 would be as under :-

- (i) Eligible Students shall be fully exempted from paying the Postal Tuition Fee, Exemption Fee, and other fees except Registration/ Admission Fee normally required to be paid by the students at the time of admission.
- (ii) Eligible Students shall also be exempted from payment of Examination Fees only for the first attempt. Such exemption would be further subject to the condition that the student should seek enrollment to the Examination at the first available opportunity vis-à-vis their admission date.
- (iii) Out of the eligible students under the guidelines of this Scheme, the Foundation Programme students passing the CS Examinations at their first attempt and first available opportunity would be further exempted from payment of Registration Fee, Postal Coaching Fee, Exemption Fee and other fees required for admission to the Executive Programme.
- (iv) Similar criteria would be followed for students passing the Executive Programme at the first attempt and first available opportunity and would be further exempted from payment of Registration Fee, Postal Tuition Fee, Exemption Fee and other fees required for admission to the Professional Programme.

## EXCLUSIONS/ DISCRETION OF THE INSTITUTE

- (i) The eligibility of financial assistance/ grant to any student would be subject to the absolute discretion of the Institute subject to availability of funds and other various factors and fulfilling the criteria laid down under these guidelines do not give the students any automatic right to get such assistance.
- (ii) The students who have been granted any other Scholarship / Assistance by the Institute through other Schemes of the Institute like Merit Scholarship, Merit-cum-Means Assistance Scheme or any other Scheme, would only be eligible for the shortfall in the total financial assistance, if any, under this Scheme.
- (iii) Any conditions contained under these guidelines may be

relaxed by the Executive Committee of the Council of the Institute, if needed.

- (iv) The financial assistance/ grant will be considered on receiving specific request from the concerned students and the students will have to pay the full fees pending consideration of their eligibility under the Scheme.

## ATTENTION STUDENTS!

### RESPONSE SHEETS BY E-MAIL

As the Student Community is well aware, the Institute has always strived to absorb the power of information technology in its day to day activities so that the students are provided with hassle-free and effective services at all times. In this scenario, it has been decided to introduce a Pilot Project of E-Response Sheets wherein Response Sheets will be accepted from the students through E-Mail as against the conventional method of accepting the same in physical form. The details are as under :-

Eligibility of Students to be covered under Pilot Project	Students of Executive Programme who have either : (i) Passed CA/ICWA Final Examinations; <b>OR</b> (ii) Having with 4-5 Years of Work Experience
Subject covered under Pilot Project	' <b>Company Law</b> ' (Code No.224) covered under Module-II of Executive Programme
Process involved	<p>✍ Step 1 Open the website <a href="http://www.icsi.edu">www.icsi.edu</a></p> <p>✍ Step 2 Click on the link "Students" and then "E-Response Sheets" to download the Word Document containing Question-Cum-Answer Paper.</p> <p>✍ Step 3 Fill in the Particulars of Student in the Template which is also available in the Word Document.</p> <p>✍ Step 4 Type the Answers for each Question at the relevant space in the Word Document.</p> <p>✍ Step 5 Send the E-Response Sheet to <a href="mailto:response_cl@icsi.edu">response_cl@icsi.edu</a></p> <p>✍ Step 6 While sending the E-Response Sheet by E-Mail, please also attach scanned copy of certificate pertaining to qualification (CA/ICWA) or work experience.</p>

Students fulfilling the eligibility criteria are requested to follow the above steps. In case of any difficulty, students may contact Directorate of Information Technology ([psdit@icsi.edu](mailto:psdit@icsi.edu)) for technical problems and Directorate of Student Services ([dss@icsi.edu](mailto:dss@icsi.edu)) for any other query like eligibility, etc.

Please note that depending upon the success of the Pilot Project, this facility will be extended to all the remaining subjects/ stages in a phased manner. The present system of submitting the response sheets in physical form will not be affected and will continue as usual.

## Student Services

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

S. No.	Name & Address of Empanelled Institutions	Validity for CS Session of Examination
<b>EASTERN INDIA REGIONAL COUNCIL</b>		
1.	M/s Jain Classes First Floor, Dey Complex Outer Circle Road, Bistupur Jamshedpur-831001	June'09 & December'09 Sessions of CS Examinations.
2.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004 Orissa	December'09 & June'10 Sessions of CS Examinations.
3.	M/s Jain Tutorials Ganges Garden BL: A-1 3 <sup>rd</sup> Floor, 106, K.C.S Road Shibpur – HOWRAH-711 102 Telephone No. -033-26385571 Mobile No. 09831255762	June'09 & December'09 Sessions of CS Examinations.
4.	The Director M/s Ambedkar Institute of Higher Education Boring Road (Dadji Lane) Patna-800 001 (Bihar)	June'09 & December'09 Sessions of CS Examinations.
<b>NORTHERN INDIA REGIONAL COUNCIL</b>		
5.	M/s G.G.D.S.D. College Rajpur (Palampur) Distt. Kangra Himachal Pradesh	December'08 & June'09 Sessions of CS Examinations.
6.	M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)	December'08 & June'09 Sessions of CS Examinations.
7.	M/s Delhi Institute of Professional Studies, 123, Sukhdev Nagar Behind Bus Stand Panipat (Haryana)	December'08 & June'09 Sessions of CS Examinations.
8.	M/s Sainath Commerce Classes C-20, Talwandi, Kota-324 005	December'08 & June'09 Sessions of CS Examinations.
9.	M/s Lucknow Commerce Academy, S-72/17, Old 'C' Block Chauraha Rajajipuram (Near Lekhraj) Lucknow-226 017	December'08 & June'09 Sessions of CS Examinations.
10.	The Director M/s 1360, Staffing & Training Solutions Private Limited 46, First Floor, Karanpur Dehradun (U.P)	June'09 & December'09 Session of CS Examinations.
<b>WESTERN INDIA REGIONAL COUNCIL</b>		
11.	M/s Career Classes 303, Shalimar Corporate Center 8, South Tukoganj, Near Hotel Balwas, Indore (M.P)	December'08 & June'09 Sessions of CS Examinations.
12.	M/s Institute of Management Training & Research Artha Complex, 2 <sup>nd</sup> Floor Near IMA House and Tapdiya Terrace, Off. Adalat Road Aurangabad-431 001 (M.S)	December'08 & June'09 Sessions of CS Examinations.
13.	M/s Career Consultant 3018, Trade House, Ring Road Surat-395002	December'08 & June'09 Sessions of CS Examinations.
14.	M/s Madhu Jas Promotions Pvt. Ltd. 12/1, Dr. Sarju Prasad Marg Behind Kanchan Hotel Near Gokuldas Hospital, Indore-452001	June '09 & December '09 Sessions of CS Examinations.
15.	Tolani Commerce College P.O. Box No. 27 Adipur (Kachchh) 370205	June '09 & December '09 Sessions of CS Examinations.
16.	M/s Muley Classes Shop No. 14, Ashoka Gardens B-Wing, M.P. Road Panvel-410206	December'08 & June'09 Sessions of CS Examinations.
17.	M/s AEC India Commerce (Lawork) 208-209, Gopal Madhav Extension Place, Above Shan Shoukat, Shinde Ki Chhawani Gwalior-474 001 (M.P)	December'08 & June'09 Sessions of CS Examinations.
18.	The Principal M/s D.M.'s College of Arts, Science & Commerce Assagao, Bardez Goa-403 507	June'09 & December'09 Sessions of CS Examinations.
<b>SOUTHERN INDIA REGIONAL COUNCIL</b>		
19.	Mr. Mohan, Sreyas Chettiparambil Lane Thekkumbhagam, Tripunithura Ernakulam (Distt.), Kerala-682301	December'08 & June'09 Sessions of CS Examinations.
20.	M/s St. John Foundation Little Kingdom Montessori School Compound 338/3, West of Medical College Nagercoil, Kanyakumari Distt. Asaripallam-629201	June '08 & December '08 Sessions of CS Examinations.
21.	M/s Dr. G.G. Shetty Educational Society@, Jnana Degula, Near K.M.F. Dharwad-580004	June'09 & December'09 Sessions of CS Examinations.
22.	M/s Bright Academy of Excellence, Baba Foundation Plot No. 46, Door No. 102 Flat No. 6, 1st Floor, South West Boag Road, T. Nagar Chennai-600017	December'08 and June'09 Sessions of CS Examinations.
23.	M/s Prize Academy 17, Hasthinapuram Main Road MIT Gate, Chromepet Chennai-600044.	December'08 and June'09 Sessions of CS Examinations.
24.	M/s Sree Saraswathi Thyagaraja College Palani Road, Thippampatti Coimbatore Distt. Pollachi-642107	December'08 and June'09 Sessions of CS Examinations.
25.	M/s Nallamuthu Gounder Mahalingam College 91, Palghat Road, Coimbatore Distt. Pollachi-642001	June'09 & December'09 Sessions of CS Examinations.
26.	The Principal M/s Alpha Educational Trust 41/13-A, Poonthamalli Street (Old Bus Stand Backside) Villupuram-605 602 (T.N)	June '09 & December '09 Session of CS Examinations.

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27.	The Principal M/s National College Dindigul Road Karumandapam Tiruchirapalli-620 001 (T.N)	June`09 & December`09 Session of CS Examinations.
28.	The Principal M/s S.R. Institute of Professional Studies, Near Govt. Higher Secondary School Karpaga Ganapathi Nagar Perundurai Road, Distt. Erode Thudupathi-638 057	December`09 & June`10 Session of CS Examinations.

### ANNOUNCEMENT

#### PAPER-WISE EXEMPTIONS ON RECIPROCAL BASIS TO ICSI AND ICWAI STUDENTS

The Council of the Institute has given approval that the final passed students of ICWAI can avail exemptions in the following papers of Foundation Programme, Executive Programme and Professional Programme of the Company Secretaryship Course under the New Syllabus effective from 1st November, 2007, 1st February, 2008 and 1st August, 2008 respectively.

#### Scheme of Exemptions

Exemption to CS passed candidates in papers of ICWAI.	Exemption to CWA passed candidates in Papers of ICSI.
<b>Foundation Course</b> (4 papers) - Complete exemption	Complete exemption Foundation Programme (4 papers) -
<b>Intermediate Course</b> 1. Financial Accounting (Paper 5)  2. Applied Direct Taxation (Paper 7)	<b>Executive Programme</b> 1. Company Accounts, Cost & Management Account- ing (Module I, Paper 2) 2. Tax Laws (Module I, Paper 3)
<b>Final Course</b> 3. Financial Management & International Finance (Paper 12) 4. Indirect & Direct Tax Management (Paper 14)	<b>Professional Programme</b> 3. Financial, Treasury and Forex Management (Module II, Paper 3) 4. Advanced Tax Laws & Practice (Module III, Paper 6)

Students enrolled to Company Secretary-ship Course and wish to seek above said paper-wise exemption(s) - on the strength of having passed the final examination of ICWAI - may make their request in writing to Director (Students Services) at C-37, Sector-62, NOIDA-201 309 (U.P) together with the requisite exemption fee @Rs.100 per paper by way of Demand Draft drawn in favor of `The Institute of Company Secretaries of India` payable at New Delhi and the valid document in support of having passed the Final examination of the Institute of Cost & Works Accountants of India on or before the last date of submission of enrolment application for the CS Examination.

The above exemption scheme is effective from December, 2008/ June, 2009 for Foundation/Executive Programme and CS Professional Programme examination(s) respectively.

## EMPANELMENT OF PRIVATE COACHING CENTRES FOR CONDUCTING ORAL COACHING CLASSES FOR CS STUDENTS ON BEHALF OF THE INSTITUTE

In a path-breaking initiative, the Council of The Institute of Company Secretaries of India has decided to empanel Private Coaching Centres for conducting the Oral Coaching Classes for the students undergoing CS Course on behalf of the Institute. At present, the Institute is conducting the Oral Coaching Classes on its own through its Regional Councils/ Chapters.

This landmark decision will undoubtedly have a far reaching impact on the entire Oral Coaching System under the Company Secretaryship Course and it provides a golden opportunity to reputed Coaching Centres in the private sector to get associated with one of the premier professional institutes in India constituted under Company Secretaries Act, 1980, functioning under the administrative jurisdiction of Ministry of Corporate Affairs, Government of India.

The Institute invites applications from interested institutions for conducting Oral Coaching Classes for CS Students under the aforesaid Scheme. The Regional Councils/ Chapters of the Institute scattered all over India have been authorized to scrutinize and forward the applications to Headquarters after preliminary assessment of infrastructure, etc. in the respective areas along with their recommendations. For format of application, comprehensive guidelines and *modus operandi* of the Scheme, please visit the Institute's website [www.icsi.edu](http://www.icsi.edu) OR send an application directly to:-

**Shri Sohan Lal, Director  
(Student Services)**

**The Institute of Company Secretaries of India  
C-37, Sector-62, NOIDA-201309**

## EXAMINATION

### 1. JUNE, 2009 EXAMINATION

The next Foundation, Intermediate and Final examinations (under Old Syllabus) and, also the Foundation Programme, Executive Programme and Professional Programme examinations (under New Syllabus) will be held from Tuesday, the 02<sup>nd</sup> June, 2009 to Wednesday, the 10<sup>th</sup> June, 2009, as per the Time-Table and Programme published on the last page of this issue.

The addresses of the examination centers are published elsewhere in this bulletin for general information.

#### NOTE:

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

### 2. USE OF CALCULATORS IN EXAMINATIONS

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

### 3. HINDI AS AN OPTIONAL MEDIUM FOR WRITING FOUNDATION, INTERMEDIATE AND FINAL EXAMINATIONS (UNDER OLD SYLLABUS) AND FOUNDATION PROGRAMME, EXECUTIVE PROGRAMME AND PROFESSIONAL PROGRAMME EXAMINATIONS (UNDER NEW SYLLABUS).

Candidates are allowed to use Hindi as an optional medium for writing all papers of Foundation (Old Syllabus) and Foundation Programme (New Syllabus) (*except the 'English & Business Communication' paper*); Intermediate (Old Syllabus), Executive Programme (New Syllabus), Final (Old Syllabus) and Professional Programme (New Syllabus) examinations on the following conditions:

- (i) option of Hindi Medium for writing the examination is to be exercised for all papers of an examination OR a particular group of examination, and not for any individual paper(s) in the enrolment application form each time for appearing in the examination;
- (ii) option of medium for writing examination once exercised is irrevocable for that particular session of examination;
- (iii) answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- (iv) candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation, Foundation Programme, Group-I of Intermediate and Module-I of Executive Programme Examinations will be provided Question Papers printed both in English and Hindi version (*except for 'English & Business Communication' paper, which will be printed/required to be answered in English only*). The Question Papers for Group-II of the Intermediate, Module-II of Executive Programme, all papers of Final and Professional Programme examinations will be printed in English version only;
- (v) if a candidate writes his/her answers in Hindi medium without exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;
- (vi) candidates opting Hindi Medium for the examination must write **HINDI MEDIUM** in bold letters on the top of the cover page of *Answer Book No.1, 1B*, as the case may be; and
- (vii) candidates opting Hindi Medium for examination may write answers to practical questions, headings, quotations, technical and legal terms, sections, rules, etc., in English, if they so desire.

### 4. IMPORTANT INSTRUCTIONS TO EXAMINEES

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

- (i) on receipt of Admission Certificate (Roll No.), first of all, the candidates must carefully verify entries appearing therein. Discrepancy/error, if any, in the Admission Certificate concerning spellings of his/her name, stage of examination and examination centre; medium of writing the answers, subject of examination in which exemption was sought/shown, etc., should, at once, be brought to the notice of Shri Sohan Lal, Director (Student Services) well in time before commencement of the examination;
- (ii) candidates are required to bring their Admission Certificates and Student Identity Cards daily to the Examination Hall failing which they may not be allowed admission to the Examination Hall and/or to appear in the examination;
- (iii) **before attempting to write answers in the answer book, each candidate must write his/her Roll Number on the special slip affixed to Answer Book Nos. 1, 1-B and 1-C, as the case may be, date of examination, stage of examination, name of the paper, etc. against the relevant columns on the first page of the main answer book and also on the top of Question Paper;**
- (iv) **candidates must attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first upto the required numbers will be valued and awarded marks and the remaining questions will be ignored;**
- (v) Questions relating to graph/précis should be attempted only on graph/précis sheets appended as last page to the Answer Book wherever required. Do not write your roll number on the Graph/Précis Sheets and additional Answer Book No. 2. The additional answer book(s) used, if any, should be fastened along with the main answer book. Candidates who fail to observe this instructions will be penalised;
- (vi) **each question should start on a fresh page and sub-question(s) be attempted consecutively;**
- (vii) while attempting a fresh question/sub-question, candidates should distinctly mention respective question number against the answer in bold capital letters with coloured sketch pen/different colour ink and underline the same [(e.g. **ANS. TO Q. NO. 5(A)**)] on the left-hand side margin of the answer book and also simultaneously mark (X) in the table provided on the cover page against the respective question number;
- (viii) candidates must not, for any reason whatsoever, tear out any page(s) from the Answer Book or leave any blank page or unused spaces in between the pages. If such spaces are left, score them out. If a candidate uses more than one answer book, he/she should indicate on the cover page of main answer book, the total number of answer books used by him/her;
- (ix) **candidates are expected to write precise and to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/rules quoting case laws, etc., in support of the answers wherever applicable;**
- (x) **no candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of examination timing; (iii) without signing the**

## Student Services

attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty;

(xi) a few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff, candidates must re-check and ensure that they have filled up relevant particulars on the cover page of Answer Book Nos. 1, 1-B and 1-C, as the case may be, and properly tied up all the additional answer book(s) No.2 along with the main answer book;

(xii) candidates are strictly forbidden to carry with them into the Examination Hall any book or printed/handwritten material, notes, pager, mobile phone, etc., OR to talk or converse *inter se* with other candidates in the Examination Hall;

(xiii) candidates are strictly warned against any attempt to copy from the answer papers of any other candidate nor allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to ensure that his/her answers are not copied by another candidate. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;

(xiv) no candidate shall leave his/her seat in the examination hall during the course of examination without the specific permission of the Invigilator on duty for any reason whatsoever;

(xv) on completion of examination or expiry of the prescribed examination timing, the answer book(s) must be handed over immediately to the Invigilator on duty and Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of handing over the answer books.

(xvi) it shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever will not be entertained after the conclusion of that particular session of examination;

(xvii) candidates are warned that any attempt to misbehave in any manner or to create disorderly scene in and around the examination hall or harass or bodily harm the staff deployed for the conduct of examination will be viewed seriously and severely punished; and

(xviii) any attempt or act of violation of "Instructions to Examinees" shall be viewed seriously and entail disciplinary action under the "Company Secretaries Regulations, 1982".

### COMPANY SECRETARIES EXAMINATION - JUNE, 2009 ADDRESSES OF EXAMINATION CENTRES

S. NO.	EXAMINATION CENTRE	CENTRE ADDRESS
1.	AGRA	FACULTY OF COMMERCE, ST. JOHN'S COLLEGE, M.G. ROAD, AGRA - 282002
2.	AHMEDABAD	DIWAN BALLUBHAI MADHYAMIC SHALA KANKARIA, NEAR AHMEDABAD DAIRY, IN FRONT OF VANIJYA BHAVAN KANKARIA, AHMEDABAD-380022
3.	ALLAHABAD	COLONELGANJ INTER COLLEGE 51, TAGORE TOWN, ALLAHABAD - 211002

4.	AMBALA	S. A. JAIN COLLEGE, JAIN COLLEGE ROAD, AMBALA CITY- 134002
5.	AURANGABAD	MANIKCHAND PAHADE LAW COLLEGE SAMARTH NAGAR, NIRALA BAZAR AURANGABAD - 431001
6.	BANGALORE	ST. JOSEPH'S INDIAN COMPOSITE P U COLLEGE, 2, VITAL MALLYA ROAD, BANGALORE-560001
7.	BAREILLY	MANOHAR BHUSHAN INTER COLLEGE NAINITAL ROAD, BAREILLY - 243001
8.	BHILWARA	SMT. SUSHILA DEVI MATHUR PG GIRLS COLLEGE, MAHILA ASHRAM, PATHIHK NAGAR, BHILWARA - 311001
9.	BHOPAL	GOVT. MAHARANI LAXMI BAI GIRLS (AUTONOMOUS) COLLEGE (NR. GOVT. S. B. POLYTECHNIC COLLEGE) BHOPAL - 462003
10.	BHUBANESWAR	B. J. B. (AUTONOMOUS) COLLEGE LEWIS ROAD, BHUBANESWAR - 751014
11.	CHANDIGARH	GOSWAMI GANESH DUTTA SANATAN DHARAM COLLEGE, SECTOR 32-C, CHANDIGARH - 160030
12.	CHENNAI (WEST)	ANNA ADARSH COLLEGE FOR WOMEN, A-1, SECOND STREET, ANNA NAGAR, CHENNAI-600040
13.	CHENNAI (SOUTH)	Dr MGR JANKI COLLEGE OF ARTS & SCIENCE FOR WOMEN, 11 & 13 DURGABAI DESHMUKH ROAD, R A PURAM, CHENNAI- 600028
14.	COIMBATORE	PSG COLLEGE OF ARTS & SCIENCE CIVIL AERODROME POST, AVINASHI ROAD, COIMBATORE - 641014
15.	DEHRADUN	GOVERNMENT GIRLS INTER COLLEGE, 22, RAJPUR ROAD, DEHRADUN - 248001
16.	DELHI (EAST)	LOVELY PUBLIC SR. SEC. SCHOOL, PRIYADARSHINI VIHAR, DELHI - 110 092.
17.	DELHI (NORTH)	JVSD GIRLS SR. SECONDARY SCHOOL D-II, LINK ROAD, KAROL BAGH, (OPP. SHRI HANUMANJI STATUTE) NR. JHANDEWALAN METRO STATION, KAROL BAGH, NEW DELHI-110005
18.	DELHI (SOUTH)	GURU HARKRISHAN PUBLIC SCHOOL KALKAJI, B BLOCK, NR. SINGH SABHA GURDWARA, KALKAJI, NEW DELHI-110019
19.	DELHI (WEST)	DAV PUBLIC SCHOOL POCKET B - 6, SECTOR 7, ROHINI DELHI - 110085
20.	DUBAI	THE INDIAN HIGH SCHOOL, OUD MEHTA ROAD P.O. BOX 106, (OPP. ST. MARRY'S CHURCH), DUBAI - UAE -
21.	ERNAKULAM	ST. ALBERT'S COLLEGE ERNAKULAM, KOCHI - 682018
22.	FARIDABAD	VIDYA MANDIR PUBLIC SCHOOL SECTOR 15-A, FARIDABAD - 121006
23.	GHAZIABAD	SHAMBHU DAYAL (P.G.) COLLEGE OPP. M.M.G. HOSPITAL, G. T. ROAD GHAZIABAD - 201001
24.	GURGAON	ALPINE CONVENT SCHOOL BEHIND JALVAYU TOWERS, SECTOR 56 GURGAON - 122003



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25.	GUWAHATI	GUWAHATI COMMERCE COLLEGE R. G. BARUAH ROAD, GUWAHATI - 781021 (ASSAM)	46.	MYSORE	SBRR MAHAJANA PRE-UNIVERSITY COLLEGE, JAYA LAKSHMIPURAM, MYSORE - 570012
26.	HUBLI- DHARWAD	DR D G SHETTY EDUCATIONAL SOCIETY'S R S SHETTY COLLEGE OF COMMERCE, NEAR K M F, P B ROAD DHARWAD - 580004 (KARNATAKA)	47.	NAGPUR	HISLOP COLLEGE, TEMPLE ROAD, CIVIL LINES, NAGPUR - 440001
27.	HYDERABAD	WESLEY POST GRADUATE COLLEGE 145 Mc INTYRE ROAD, SECUNDERABAD-500003	48.	NASHIK	GOKHALE EDUCATION SOCIETY'S BYK COLLEGE OF COMMERCE, T.A. KULKARNI VIDYA NAGAR, COLLEGE ROAD, NASHIK - 422005
28.	INDORE	DEVI AHILYA ARTS & COMMERCE COLLEGE, 8/1 USHA GANJ, JAORA COMPOUND, INDORE-452001	49.	NOIDA	ROCKWOOD SCHOOL B-67 SECTOR-33, NOIDA- 201307
29.	JAIPUR	UNIVERSITY COMMERCE COLLEGE JAWAHAR LAL NEHRU MARG, JAIPUR - 302 004.	50.	PANAJI	S.S.DEMPO COLLEGE OF COMMERCE AND ECONOMICS, SERRA BUILDING (NEAR A.I.R.), ALTINHO, PANAJI (GOA) - 403001
30.	JAMMU	GOVT. SPMR COLLEGE OF COMMERCE CANAL ROAD, OLD CAMPUS ROAD, JAMMU - 180001	51.	PATNA	MAGADH MAHILA COLLEGE NORTH GANDHI MAIDAN PATNA - 800 001.
31.	JAMSHEDPUR	MRS. KMPM INTER COLLEGE, MAIN ROAD, BISTUPUR, JAMSHEDPUR - 831001	52.	PUDUCHERRY	BHARATHIDASAN GOVT. COLLEGE FOR WOMEN (AUTONOMOUS), MAHATMA GANDHI ROAD, MUTHIALPET PUDUCHERRY - 605003
32.	JODHPUR	ONKARMAL SOMANI COLLEGE OF COMMERCE, Opp. KAMLA NEHRU NAGAR, CHOPASANI ROAD, JODHPUR - 342009	53.	PUNE	MIT JUNIOR COLLEGE, MIT SCHOOL CAMPUS, PAUD ROAD, PUNE-411038
33.	KANPUR	KANPUR VIDYA MANDIR MAHILA, (P.G.) MAHAVIDYALAYA, 7/147 SWAROOP NAGAR, KANPUR - 208002	54.	RAIPUR	SCHOOL OF STUDIES IN COMPUTER SCIENCE, PT. RAVI SHANKAR SHUKLA UNIVERSITY, RAIPUR - 492010
34.	KOLHAPUR	NEW MODEL ENGLISH SCHOOL AND JUNIOR COLLEGE, C/O. SHRI SWAMI VIVEKANAND SHIKSHAN SANSATHA 2130 - E, TARABAI PARK, KOLHAPUR - 416003	55.	RAJKOT	LT. MEENASEN JAYANTILAL KUNDALIA ENGLISH MEDIUM MAHILA COMMERCE COLLEGE, KASTURBA ROAD, OPP. JAIN DERASAR, RAJKOR-360001
35.	KOLKATA (N1)	UNDER FINALISATION	56.	RANCHI	D.A.V. JAWAHAR VIDYA MANDIR, SHYAMALI, POST DORANDA, RANCHI - 834002
36.	KOLKATA (N2)	UNDER FINALISATION	57.	SHIMLA	S.D. SENIOR SECONDARY SCHOOL ANAJ MANDI, SHIMLA - 171001
37.	KOLKATA - SOUTH	UNDER FINALISATION	58.	SRINAGAR	DEPTT. OF ECONOMICS, UNIVERSITY OF KASHMIR, HAZRATBAL, SRINAGAR (J&K) - 190006
38.	LUCKNOW	NATIONAL P.G. COLLEGE 2, RANA PRATAP MARG, LUCKNOW - 226001	59.	SURAT	SIR K. P. COLLEGE OF COMMERCE SPB VANIJYA VIDYA BHAVAN, ATHWA LINES, JAWAHARLAL NEHRU MARG SURAT - 395001
39.	LUDHIANA	SCD GOVT COLLEGE, CIVIL LINES, LUDHIANA - 141001	60.	THANE	K.G. JOSHI ARTS & N.G. BEDEKAR COMMERCE COLLEGE, CHENDANI BUNDER ROAD, THANE-400601
40.	MADURAI	TAMIL NADU POLYTECHNIC COLLEGE THIRUPARANKUNDRAM ROAD, MADURAI - 625011	61.	THIRUVANAN- THAPURAM	GOVT. ARTS COLLEGE THYCAUD POST THIRUVANANTHAPURAM - 695014
41.	MANGALORE	S.D.M. LAW COLLEGE MANGALORE - 575003	62.	TIRUCHIRA- PALLI	LAWLEY HALL BLOCK (1ST FLOOR) ST JOSEPHS COLLEGE, TEPPAKKULAM (POST), TIRUCHIRAPALLI - 620002
42.	MEERUT	N.A.S. (Postgraduate) COLLEGE E.K. ROAD, MEERUT - 250001	63.	UDAIPUR	M.V. SHRAMEEVI COLLEGE, NEAR TOWN HALL, LINK ROAD, UDAIPUR - 313001
43.	MUMBAI (CG)	UNDER FINALISATION	64.	VADODARA	FACULTY OF LAW, M.S. UNIVERSITY OF BARODA, NEAR RAILWAY STATION, SAYAJIGANJ, VADODARA - 390002
44.	MUMBAI (GTK)	SMT. PN DOSHI WOMEN'S COLLEGE OF ARTS (S.N.D.T. COLLEGE), RATAN BAUG, CAMA LANE, GHATKOPAR (WEST) MUMBAI - 400086			
45.	MUMBAI(JOG)	UNDER FINALISATION			

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65.	VARANASI	MBA BUILDING, M. G. KASHI VIDYA-PEETH, NEAR CANTT. RAILWAY STATION, VARANASI - 221002
66.	VIJAYAWADA	SATAVAHANA COLLEGE, SITARAMA-PURAM, ELURU ROAD, CHUTTUGUNTA NR. VISAL ANDHRA OFFICE, VIJAYAWADA - 520002
67.	VISAKHA-PATNAM	VISAKHA GOVT. DEGREE COLLEGE FOR WOMEN OLD JAIL ROAD, DABA GARDENS, VISAKHAPATNAM - 530020
68.	YAMUNA NAGAR	D.A.V. COLLEGE FOR GIRLS JAGADHARI ROAD, YAMUNA NAGAR - 135001

### NOTIFICATION

**ICSI/CS/3/2009**

#### MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended, applications are invited to reach the Institute in the prescribed form on or before **25<sup>th</sup> May, 2009** for award of 15 numbers of financial assistance each for pursuing Intermediate/Executive Programme and Final Course/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/Foundation Programme or Both Groups/Both Modules of the Intermediate/Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in December, 2008 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not be more than Rs.2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's website [www.icsi.edu](http://www.icsi.edu) or obtained by post from the Institute free of cost by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-. 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 **25<sup>th</sup> May, 2009** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2009

New Delhi – 110 003.

Dated, the 2<sup>nd</sup> March, 2009

(CS N. K. JAIN)

Secretary & CEO

### INSTALLATION OF EPABX SYSTEM IN EASTERN INDIA REGIONAL OFFICE OF THE ICSI

The Eastern India Regional Office of the ICSI has installed EPABX system in order to provide better services to the students/members and others dealing with the Regional Office. The details of the Telephone numbers and respective extension numbers of the various Departments/Officials are as under :

**Deputy Director (EIRO) : (033) 22816542**

**Students Services : (033) 22832973/22901065/22902178**

**Members Services : (033) 22816541**

**OTS/PTS/Despatch : (033) 22902179**

Sl. No.	Name	EPABX Extn. No.
01	<b>Shri Ashok Pareek</b> Chairman - EIRC of the ICSI	200
02	<b>Shri Santanu Mukherjee</b> Deputy Director (EIRO)	201
03	<b>Shri Utpal Mukherjee</b> Administrative Officer	202
04	<b>Shri Tamal Kar</b> Private Secretary	203
05	<b>Shri Tapas Kumar Roy</b> Asstt. Education Officer	204
06	<b>Shri S. Sreejesh</b> Desk Officer (Career Awareness)	205
07	<b>Accounts</b>	206
08	<b>OTS/PTS/Despatch</b>	207
09	<b>Students Services</b>	208
10	<b>Members Services</b>	209
11	<b>Council Room</b>	210
12	<b>Library</b>	211
13	<b>Security</b>	212
14	<b>Fax</b>	213

## INTRODUCTION OF NEW AWARDS FOR COMPANY SECRETARIES EXAMINATION

The Institute is pleased to announce institution of three new Awards as under :

### I. Sri Chakra's Cash Award for the Final/ Professional Programme Examination

*(Instituted by Shri N. Krishna Mohan, FCS, and recommended by Hyderabad Chapter)*

Nomenclature of Award	: <b>SRI CHAKRA'S CASH AWARD</b>
Name and Address of Donor	: Shri N. Krishna Mohan, Chairman Sri Chakra Cements Limited # 6-3-668/10/66, Durganagar Colony, Punjagutta, Hyderabad – 500 082.
Type of Award	: SIRC Prize Award
Endowment Amount	: Rs.60,000/- (Rupees Sixty Thousand only) for each cash award
Value of Award	: Cash Award of Rs.1,501/- per session of examination for the Final/Professional Programme Examination
Commencement of Award	: Effective from June, 2009 session.
Criteria of Award	: Sri Chakra's Cash Award for Final/ Professional Programme Examination is to be awarded to a candidate who passes in all papers of the <i>Final/Professional Programme Examination</i> at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest marks</i> in the aggregate taking into account the performance of all such successful candidates from examination centres situated within the <i>Southern Region</i> .

### II. Sri Chakra's Cash Award for the Intermediate/Executive Programme Examination

*(Instituted by Shri N. Krishna Mohan, FCS, and recommended by Hyderabad Chapter)*

Nomenclature of Award	: <b>SRI CHAKRA'S CASH AWARD</b>
Name and Address of Donor	: Shri N. Krishna Mohan, Chairman Sri Chakra Cements Limited # 6-3-668/10/66, Durganagar Colony, Punjagutta, Hyderabad – 500 082.
Type of Award	: SIRC Prize Award
Endowment Amount	: Rs.60,000/- (Rupees Sixty Thousand only) for each cash award
Value of Award	: Cash Award of Rs.1,501/- per session of Examination for the <i>Intermediate/Executive Programme Examination</i> .

Commencement of Award	: Effective from June, 2009 session. Sri Chakra's Cash Award for <i>Intermediate/Executive Programme Examination</i> is to be awarded to a candidate who passes in all papers of the <i>Intermediate/Executive Programme Examination</i> at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest marks</i> in the aggregate taking into account the performance of all such successful candidates from examination centres situated within the <i>Southern Region</i> .
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### III SMT. ARUNA MEHTA MEMORIAL PRIZE AWARD (Instituted by CS Ashok Mehta, Practicing Company Secretary, Indore)

Nomenclature of Awards	: <b>Smt. Aruna Mehta Memorial Award</b>
Name & Address of the Donor	: CS Ashok Mehta Practising Company Secretaries 3-D Padm Prabh Apartment, 11/3, Manorama Ganj, Indore – 452 001.
Type of Award	: All-India Prize Award
Endowment Amount	: Rs.60,000/- (Rupees Sixty Three Thousand only).
Value of Award	: Cash Award of Rs.1,501/- per session of bi-annual examination.
Commencement of Award	: Effective from December, 2008 Session of Examination.
Criteria of Awards	: To be awarded to a lady candidate who passes in all papers of <i>Final/Professional Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all such successful lady candidates in <i>Final/Professional Examination</i> on <i>All-India</i> basis.

## PROHIBITION ON CARRYING MOBILE PHONES TO EXAMINATION VENUE

Candidates intending to appear in the 'Company Secretaries' examinations may note that carrying of Mobile phones, pagers or any other communication devices are strictly prohibited into the premises where "Company Secretaries" examinations are conducted. Candidates are, therefore, advised not to bring any such prohibited items to the examination venue, as the Institute and/or the Examination Centre Staff shall not be responsible for safekeeping of any such item(s). Infringement of these instructions shall tantamount to adoption of unfair means and entail disciplinary action.

## Student Services

### SMTP ORGANISED BY H.Q./REGIONAL COUNCILS/CHAPTERS

**ELIGIBILITY OF PARTICIPANTS :** ICSI final passed candidates and have completed at least 12 months training or exempted therefrom.  
**SMTP COURSE CONTENTS :** Module I – MCA21, Module II – Practical & Procedural Aspects of Convening and Conducting Board Meetings & Annual General Meetings and Related Aspects, Module III – Managing Public Issues, Module IV – Loan Documentation, Joint Ventures & Foreign Collaborations, Raising Finance through EURO Issues & Export and Import Procedures and Documentation, Module V – Practical and Procedural Aspects relating to Appearance before CLB/Under SICA, Consumer Protection Act and Case Studies in RTP/UTP. In addition, the participants would be exposed to case studies and mock board/general meeting, etc.

<i>Organised by</i>	<i>Duration of the Programme</i>	<i>Venue of the Programme</i>	<i>Contact</i>
NIRC of the ICSI	02.06.2009 to 18.06.2009	Office Premises	The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 ☐ Tel. : 25763090/25767190, 25816593 ☐ Fax : 25722662 (STD CODE : 011) ☐ E-mail : niro@icsi.edu/icsi@eth.net
EIRO of the ICSI	26.06.2009 to 13.07.2009	Office Premises	Deputy Director, EIRO of the ICSI, ICSI-EIRC Building, 3-A, Ahiripukur 1 <sup>st</sup> Lane, Kolkata-700019 ☐ Tel. No.22832973/22816541, Fax:033-22816542, ☐ E.Mail: eiro@icsi.edu
SIRC of the ICSI	17.06.2009 to 03.07.2009	Office Premises	Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 ☐ Tel. : 044- 28279898/28222212 ☐ E-mail : siro@icsi.edu/ icsisirc@md3.vsnl.net.in.

The schedule of other SMTPs proposed to be conducted by NIRC and SIRC is as under: **NIRC:** (i) 01.07.2009 to 18.07.2009 (ii) 01.09.2009 to 18.09.2009 (iii) 22.09.2009 to 10.10.2009 (iv) 03.11.2009 to 20.11.2009 (v) 01.12.2009 to 18.12.2009 **SIRC:** (i) 08.09.2009 to 24.09.2009 (ii) 02.12.2009 to 18.12.2009.

### SCHEDULE OF TRAINING ORIENTATION PROGRAMMES (TOP)

<i>Organised by</i>	<i>Duration of the Programme</i>	<i>Venue of the Programme</i>	<i>Contact</i>
NIRC of the ICSI	22/06/2009 to 26/06/2009	Office Premises	The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 ☐ Tel. : 25763090/25767190, 25816593 ☐ Fax : 25722662 (STD CODE : 011) ☐ E-mail : niro@icsi.edu/icsi@eth.net
SIRC of the ICSI	01.06.2009 to 05.06.2009	Office Premises	Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 ☐ Tel. : 044- 28279898/28222212 ☐ E-mail : siro@icsi.edu/ icsisiro@md3.vsnl.net.in.
EIRO of the ICSI	22.06.2009 to 26.06.2009	Office Premises	Deputy Director, EIRO of the ICSI, ICSI-EIRC Building, 3-A, Ahiripukur 1 <sup>st</sup> Lane, Kolkata-700019 ☐ Tel. No.22832973/22816541, Fax:033-22816542, ☐ E.mail: eiro@icsi.edu
Surat Chapter of WIRC of the ICSI	13.07.2009 to 17.07.2009	Office Premises	Programme Co-ordinator, Surat Chapter of WIRC of ICSI, B-209, Tirupati Plaza, Nr. Bahumali Building, Athwa Gate, Surat-395001 ☐ Ph. : 0261- 2463404 ☐ E.mail: icsisurat@yahoo.com
Raipur Chapter of WIRC of the ICSI	01.09.2009 to 05.09.2009	Office Premises	Chairman, Raipur Chapter of ICSI, C-22, Hira Arcade Basement, New Bus Stand, Pandri, Raipur (C.G.) 492001 ☐ Tel : 09893126091/0771-4069290 ☐ E.mail: icsiraipur@yahoo.co.in

The schedule of other TOPs proposed to be organised by SIRC is as under : **SIRC :** (i) 31.08.2009 to 04.09.2009 (ii) 16.11.2009 to 20.11.2009.

## Student Services

### ATTENTION ALL STUDENTS APPEARING IN THE CS INTERMEDIATE (EXECUTIVE PROGRAM) EXAMINATIONS

#### COMPULSORY COMPUTER TRAINING SCHEME

In the Company Secretaries Regulations, 1982, for regulation 40, the following regulation shall be substituted, as published in the Gazette of India(Extra Ordinary) vide Notification No. ICSI/710/1(M)/1 dated 3<sup>rd</sup> May, 2006.

“40 Admission to the Intermediate (Executive Program) Examinations —

No candidate shall be admitted to the Intermediate (Executive Program) examination unless he/she :-

- (a) is a registered student and produces a certificate from the head of the coaching administration ( by whichever name designated) to the effect that he has undergone satisfactorily a course of postal or oral tuition for the Intermediate examination; and
- (b) has successfully completed computer training program as may be specified from time to time by the Council and in the manner so specified or exempted there from;
- (c) applies with such examination fee as may be determined by the council from time to time so as to reach the Secretary, in accordance with the directions given by the Council.”

In terms of the aforesaid amendment in the Company Secretaries Regulations, 1982, all students are required to successfully undergo a Compulsory Computer Training Programme for becoming eligible for appearing in the CS Intermediate Examinations from June, 2007 examinations onwards.

The Institute, in compliance of the aforesaid amendments, has tied up with M/s NIIT through which 70 hours of computer training shall be provided to the students/members of the Institute in all Centres of NIIT all over the country. To undergo this course, a student/member has to approach any NIIT Centre on all India basis. To take admission, he/she has to deposit the requisite fees at the respective NIIT Centre and fulfill the formalities as per the requirements of the Computer Training Centre.

The list of NIIT Centres including detailed course contents, module details and topic-wise time duration etc. have been published on the website of the ICSI i.e. [www.icsi.edu](http://www.icsi.edu) under FAQ.

Salient features of the course in brief : -

Title of the Course	“Understanding Information Technology in Corporate Environment”.
Duration of the Course	70 Hours
Fee	Rs.3000 per participant for General Category & Rs.2500 per participant for SC/ST Category <b>Note :</b> Service Tax as per the GOI rules applicable from time to time shall be paid in actual by the participant

Students having exposure to computer during their education or have undergone similar course, may apply for on-line exemption to NIIT at the nearest center available to them and successfully clears the test.

Students placed at far reaching places and are not having NIIT center nearest to their place may, however, undergo the computer course of at least 3 months duration - with maximum coverage of the ICSI-NIIT course contents - from any computer training Institute and then enroll for on-line exemption test at any of the NIIT Center on all India basis and successfully clears the test.

A fee of Rs. 450 plus Service Tax etc. per student is payable for online exemption test (to be conducted by NIIT) which is applicable for a maximum of TWO attempts within a period of one month.

*Note :* Students having passed/completed the Intermediate Course on/or before December '06 session of CS Examination; are - however - not required to comply with the requirements of the Compulsory Computer Training program.

*The students declared passed in Dec.' 2008 session of Intermediate/Executive Programme examination but have not completed the compulsory computer training, are also required to successfully undergo the computer training for becoming eligible for appearing in the final stage of CS examination.*

# Guidelines for Switch Over to New Syllabus

## GUIDELINES FOR SWITCH OVER TO NEW SYLLABUS

The Council in exercise of the powers vested under clause (a) of Sub-section (2) of section 15 of the Company Secretaries Act, 1980 as amended by the Company Secretaries (Amendment) Act, 2006- has approved the New Syllabus and decided as under :-

1. The last Intermediate Examination under the existing syllabus as specified in Part II of Schedule CCB shall be held in December, 2009 and the syllabus specified in the said Part II of Schedule CCB shall cease to operate after the said examination.
2. The last Final Examination under the existing syllabus as specified in Part III of Schedule CCB shall be held in December 2010 and the syllabus specified in the said Part III of Schedule CCB shall cease to operate after the said examination.
3. All students who are not able to complete the Foundation/ Intermediate/Final Examination under the existing syllabus as specified in Part-I, Part- II and Part-III of Schedule CCB shall compulsorily be required to appear under the New Syllabus effective from December 2009, June 2010 and June 2011 sessions of CS Examination(s) respectively.
4. **Subjects under the New Syllabus are :-**

### CS FOUNDATION PROGRAMME

1. English & Business Communication
2. Economics and Statistics
3. Financial Accounting
4. Elements of Business Laws and Management.

### CS EXECUTIVE PROGRAMME

#### Module-I

1. General and Commercial Laws
2. Company Accounts, Cost and Management Accounting
3. Tax Laws

#### Module-II

4. Company Law
5. Economic and Labour Laws
6. Securities Laws and Compliances

### CS PROFESSIONAL PROGRAMME

#### Module-I

1. Company Secretarial Practice
2. Drafting, Appearances and Pleadings

#### Module-II

3. Financial, Treasury and Forex Management
4. Corporate Restructuring and Insolvency

#### Module-III

5. Strategic Management, Alliances and International Trade
6. Advanced Tax Laws and Practice

#### Module-IV

7. Due Diligence and Corporate Compliance Management
8. Governance, Business Ethics and Sustainability

## TABLE OF CORRESPONDING EXEMPTIONS (PAPERWISE)

Intermediate Course	CS Executive Programme
<b>Group-I</b>	<b>Module-I</b>
General and Commercial Laws	General and Commercial Laws
Company Accounts & Cost & Mgt. Accounting	Company Accounts, Cost & Mgt. Accounting
Tax Laws	Tax Laws
Management Information Sys & Corporate Commn.	NIL
<b>Group-II</b>	<b>Module-II</b>
Company Law	Company Law
Company Secretarial Practice	Company Law
Economic, Labour and Industrial Laws	Economic and Labour Laws
Securities Laws and Regulation of Financial Markets	Securities Laws and Compliances
<b>Final Course</b>	<b>CS Professional Programme</b>
<b>Group-I</b>	<b>Module-I</b>
Advanced Company Law & Practice	Company Secretarial Practice
Secretarial Practice Relating to Economic Laws & Drafting & Conveyancing	Drafting, Appearances and Pleadings
Secretarial Management & Systems Audit	Due Diligence & Corporate Compliance Mgt. (Module-IV)
<b>Group-II</b>	<b>Module-II</b>
Financial, Treasury & Forex Management	Financial, Treasury & Forex Management
Corporate Restructuring Law and Practice	Corporate Restructuring & Insolvency
Banking & Insurance Law and Practice	Governance, Business Ethics & Sustainability (Module-IV)
<b>Group-III</b>	<b>Module-III</b>
World Trade Organisation, International Trade, Joint Ventures and Foreign Collaboration	Strategic Management, Alliances and International Trade
Direct and Indirect Taxation Law and Practice	Advanced Tax Laws and Practice
Human Resources Management and Industrial Relations	Governance, Business Ethics and Sustainability (Module-IV)

Students switching over to the New Syllabus shall be eligible to seek exemption in the corresponding subject(s) of the New Syllabus on the basis of having passed/secured exemption in any individual subject/ group under the Old Syllabus as per table of corresponding exemptions noted above.

Similarly, students who have partially completed coaching, shall be exempted on their switchover from undergoing coaching in the corresponding subject(s) of the New Syllabus on the basis of their having completed coaching in the individual subject(s)/ group(s) under the Old Syllabus as per the table of corresponding exemptions given in para-5 above. They shall, however, be required to undergo and complete coaching in the remaining subjects in order to become eligible to appear in a particular module under the New Syllabus. Due credit for the response sheets already submitted under the Old Syllabus for any subject shall be available where there is a corresponding subject under the New Syllabus. Such students are required to submit response sheets for the remaining subjects under the New Syllabus. Students having successfully completed the coaching for any particular group(s) under

## Guidelines for Switch Over to New Syllabus

the Old Syllabus; shall be deemed to have completed the coaching for the respective module(s) under the New Syllabus.

While purchase of Study Materials under the New Syllabus is not compulsory on the part of the students who switchover to the New Syllabus - those students who require the same may obtain it by remitting Rs. 120/- per study material by hand and Rs. 160 per study material by post by way of Demand Draft drawn in favour of the institute of Company Secretaries of India, payable at New Delhi.

Please note that once a candidate has been switched over to the New Syllabus, he/she shall not be allowed to revert to the Old Syllabus under any circumstances.

**Note : In case interested to switch over to the New Syllabus for CS Executive Program, you are advised to opt for the same on declaration of the results for June 2009 of CS Examination vis-à-vis while seeking enrolment to appear in December 2009 session of CS Executive Program examination; and**

**Note : Similarly if interested to switch over to the New Syllabus for CS Professional Program, you are advised to opt for the same on declaration of the results for June 2009 of CS Examination vis-à-vis while seeking to appear in December 2009 session of CS Professional Program examination.**

### "ATTENTION STUDENTS"

It is for information that pass certificate to all successful candidates of **Dec' 2008** session pertaining to Foundation/ Intermediate/Final Course/ Foundation/Executive Programme will be sent/ issued/Despatched by the end of May 2009. No queries and correspondence be made in this regard.

### ATTENTION STUDENTS !

**Applicability of the latest Finance Act and other changes for Company Secretaries June, 2009 Examination.**

#### DIRECT TAXES

All students may note that for the June 2009 Examination Session in respect of Direct Taxes the applicable Assessment Year shall be 2009-10 (Previous Year 2008-09).

Thus, they will have to study Finance Act, 2008 for June 2009 Examination. Further as per the Syllabus (for both Intermediate or Executive Programme and Final or Professional Programme) students are required to update themselves about all the Circulars, Clarifications, Notifications, etc., issued by the CBDT & Central Government, which come into effect on or before six months prior to the date of the respective examinations.

Gift Tax Act has been excluded from the scope of the examination from December 1999 session onwards unless otherwise informed.

#### INDIRECT TAXES

Students appearing in the 'Tax Laws' (Indirect Tax Portion to the extent of topics covered in the syllabus, for both 'Intermediate' or 'Executive Programme') and Direct and Indirect Taxation—Law and Practice (Final Course) or Advanced Tax Law and Practice (Professional Programme) respectively may take note of the following changes applicable for June 2009 Examination.

1. All changes made by the Finance Act, 2008.
2. All Circulars, Clarifications/Notifications issued by CBE&C/Central Government which became effective six months prior to the date of examination.

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

(<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also other countries can avail this 24x7 on-line study facility as the portal has global reach.

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

Undergoing of e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Student intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

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

A nominal annual fee of Rs 450/-\*\* (Rupees Four hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

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

- Online on the website <http://elearning.icsi.edu> by Credit Card / Debit card/ ECS (electronic clearing services)
- By way of Cheque/Demand Draft (DD) in the name of 'Gurukul Online Learning Solutions Div: Duflon Polymers Pvt. Ltd.' payable at Mumbai (For more information visit the website <http://elearning.icsi.edu>)

\*\* The charges for subsequent years are listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.



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

**10<sup>th</sup> ALL INDIA CONFERENCE OF STUDENTS OF COMPANY SECRETARIES**

Theme: **ZEAL FOR CORPORATE EXCELLENCE**

Day & Date: **Friday 3<sup>rd</sup> July & Saturday 4<sup>th</sup> July 2009**

Venue: **INDIA Medical Association, South Ambazari Road, Nagpur, 440 010**

Organised by : **Western India Regional Council of ICSI**

*Jointly with*

**NAGPUR CHAPTER & RAIPUR CHAPTER**

**ADP Credit: 16 Hours**

: DAY 1 – FRIDAY 3 <sup>RD</sup> JULY 2009 :	
Registration and Breakfast	: 08.30 – 10.00 Hrs
Inauguration	: 10.00 – 11.30 Hrs
<b>Technical Session I</b>	<b>: 11.30 – 13.30 Hrs.</b>
<b>Emerging issues in Corporate Governance</b>	
Topic I – Satyam Case – Failure of Corporate Governance or else?	: 11.30 – 12.30 Hrs
Topic II – Independent Directors – Are they really Independent ?	: 12.30 – 13.30 Hrs
: LUNCH:	13.30 – 14.30 Hrs. :
<b>Technical Session II</b>	<b>: 14.30 – 16.30 Hrs.</b>
<b>Emerging Trend in Corporate Laws</b>	
Topic I – Limited Liability Partnership– Emergence of New Business Vehicle	14.30 – 15.30 Hrs.
Topic II – Recent Development in Capital Market – Role of Intermediaries	15.30 – 16.30 Hrs.
: Tea Break:	16.30 – 16.45 Hrs. :
<b>Special Session– I</b>	<b>16.45 – 17.30 Hrs.</b>
<b>CORPORATE QUIZ</b>	
: <b>CULTURAL EVENING – 18.00 – 20.00 Hrs.:</b>	
: <b>DINNER – 20.00 – 21.00 Hrs.:</b>	

: DAY 2 – SATURDAY 4 <sup>TH</sup> JULY 2009 :	
Breakfast	: 08.30 – 09.30 Hrs
<b>Technical Session III</b>	<b>: 09.30 – 11.30 Hrs.</b>
<b>Corporate Finance</b>	
Topic I – Global Financial Crisis- Cause, Effect and Remedies.	: 9.30 – 10.30 Hrs
Topic II – FDI Policy- Recent Development	10.30 – 11.30 Hrs
<b>Special Session–II</b>	<b>11.30 – 12.30 Hrs.</b>
Motivational Talk by Renowned Speaker	
: LUNCH:	12.30 – 13.30 Hrs. :
<b>Technical Session IV</b>	<b>: 13.30 – 15.30 Hrs.</b>
<b>Education and Training</b>	
Topic I – SWOT Analysis of CS Profession	: 13.30 – 14.30 Hrs
Topic II – CS Profession – Beyond Company Law	: 14.30 – 15.30 Hrs
: <b>VELIDICTORY SESSION – 15.30 – 16.30 Hrs.:</b>	

**Paper Presentation**

- C.S. Students are invited to contribute papers for various technical sessions.
- It has been decided to select two paper writers on each topic. No joint paper writer is allowed.
- Interested students should submit a soft copy of the paper in duplicate (not exceeding 1000 words) along with hard copy for approval so as to reach the Conference Coordinator, ICSI Nagpur Chapter, 3<sup>rd</sup> Floor, Mehadia Square, Nagpur - 440012 by email at [nagpursconference@gmail.com](mailto:nagpursconference@gmail.com) not later than **June 20, 2009**. Please provide your complete mailing address, phone number, email id and Passport size Photograph along with proof of Registration for the Conference. The Screening Committee shall select the paper.
- The Paper selected for the presentation shall be **published in the Souvenir** and the decision of the Screening Committee in regards to editing/ and /or selection of paper shall be final.
- Registration fee will be reimbursed to the Paper Writers whose paper is selected.
- Selected Students shall be given **10-12 minutes** to present paper in the Conference.



<b>ADP Credit</b>			
<ul style="list-style-type: none"> <li>The students attending the Conference shall be eligible for Academic Development Programme (ADP) credit of 16 hours.</li> </ul>			
<b>Accommodation</b>			
<ul style="list-style-type: none"> <li>Students opting for the residential accommodation should register before 25<sup>th</sup> of June, 2009. Necessary accommodation is proposed at MLA Hostel at Civil Lines, Nagpur on double/triple sharing basis. <b>Seats are limited up to 100 delegates and will be registered on “first come first served” basis.</b></li> </ul>			
<b>Registration Fees</b> (Inclusive of Seminar Kit, Souvenir, Break Fast, Lunch and Dinner).			
	Registration upto 25 <sup>th</sup> June of 2009	Registration After 25 <sup>th</sup> June of 2009	
	-----	-----	
Non Residential	Rs.600.00	Rs. 700.00	
Residential (On Sharing Basis)	Rs.800.00	Rs. 900.00	
Registration Fees can be paid by Cash or Demand Draft/Pay Order in favour of			
1. Western India Regional Council of ICSI, Mumbai or			
2. Nagpur Chapter of The Institute of Company Secretaries of India, Nagpur or			
3. Raipur Chapter of The Institute of Company Secretaries of India, Raipur.			
Delegate Registration Form (Attached) alongwith the Registration fees be sent at any of the following places:			
<b>WIRC OF ICSI</b> 13, Jolly Maker Chambers, 1 <sup>st</sup> Floor, Nariman Point, Mumbai-440021 Tel. No. 22047580/22047604 Fax No.22850109 Email: <a href="mailto:wiro@icsi.edu">wiro@icsi.edu</a> / <a href="mailto:jd.wirc@icsi.edu">jd.wirc@icsi.edu</a>	<b>Nagpur Chapter of WIRC of ICSI,</b> Avinash Tower, 3 <sup>rd</sup> Floor, Mehadia Square, Dhantoli, Nagpur Tel No. 2453276 Email: <a href="mailto:icsi_nagpur@rediffmail.com">icsi_nagpur@rediffmail.com</a>	<b>RAIPUR CHAPTER</b> C-22, Basement, Hira Arcade, New Bus-Stand, Pandri, Raipur (C.G.) – 492 001. Tel No. 5069290 Fax: 2426091 Email: <a href="mailto:icsiraipur@yahoo.co.in">icsiraipur@yahoo.co.in</a>	
<b>For WESTERN INDIA REGIONAL COUNCIL OF ICSI</b>			
<b>Atul Mehta</b> Chairman WIRC M.No.09820223978	<b>Makarand Lele</b> Secretary WIRC Mo.No.09822394381	<b>Vivek Sadhale</b> Member WIRC and Chairman TEFC M.No.09822910248	<b>O.S. Bagdia</b> Member WIRC and Co-Ordinator M.No.09823056180
<b>NAGPUR CHAPTER</b>		<b>RAIPUR CHAPTER</b>	
<b>Dr. V.K. Jain</b> Chairman M.No.09422807726	<b>Amit Pande</b> Secretary M.No.09371136422	<b>Satish Batra</b> Chairman M.No.09893126091	<b>Prahallad Sawdia</b> Secretary M.No.09981900050
<b>Student Committee Members</b> for Contact:			
<b>Swapnil Agrawal-</b>	Mob. No.09371455299	<b>Anjali Rao-</b>	Mob. No.09823290368
<b>Chanchal Loya-</b>	Mob. No.09823917030	<b>Rajni Lalwani-</b>	Mob. No.09823053727

### NEWS AND ANNOUNCEMENTS

#### EASTERN INDIA REGIONAL COUNCIL

##### Programme on Communication & Interpersonal Skills

On 12.4.2009 the EIRC of the ICSI organised a Programme on Communication & Interpersonal Skills at ICSI-EIRC Auditorium. This was the first programme being organised by 'Corp wiz', a Youth Wing of young learners, pioneered by Eastern India Regional Council and launched by Hanumanta Datla Raju, President the ICSI on 4.4.2009. More than 65 participants attended the programme. The Guest speaker on the said occasion was Anindya Basu Roy, Faculty of Prime On-Line Private Limited, Kolkata. Ashok Pareek, Chairman, EIRC of the ICSI in his address urged upon the students to organize more such programmes frequently and have at least one programme in a month. He voiced the dire need of developing interpersonal relationships and good communication, which will obviously help in career growth. Pareek also urged upon the participants that transparency should be maintained in communicating any matter which not only brings good results but also self satisfaction too.

Mamta Binani, Vice Chairperson, EIRC of the ICSI & Chairperson TEFC in her address requested the student community to attend more such programme which not only brings in good results but also increases the credit balance in the bank of knowledge.

Anindya Basu Roy, during his presentation conducted a number of exercises which created good impact among the participants. From Beginning, he discussed various means of communication by citing examples and traveled with the held of mock exercises, completely involving the participants. The participants enjoyed the session and raised a number of points which were aptly handled by Basu Roy. The programme was attended by a large number of students.

##### 56<sup>th</sup> Secretarial Modular Training Programme

From 6.4.2009 to 22.4.2009 the EIRC of the ICSI conducted its 56<sup>th</sup> SMTP at Kolkata. 36 participants from various parts of the State attended the programme.

The Inaugural session of the SMTP was held on 6.4.2009. J. N. Mukhopadhyay, Dean- FD & R, Professor of Finance, Globsyn inaugurated the programme.

Ashok Pareek, Chairman, EIRC in his address stated that SMTP is the passport to get membership of the Institute. He appealed to the participants to take the best during the days of training programme. Pareek stressed upon the updation of knowledge for the professionals especially the Company secretaries to survive in today's competitive environment.

J. N. Mukhopadhyay, in his address, categorically mentioned the expectation from the professionals by the modern day Corporate World. Mukhopadhyay cited a number of examples of successful Corporate Professionals in this connection. He added that the role of Company Secretary has increased manifold with the increasing role of Corporate Governance in the corporate world. He requested the participants to utilize this opportunity intelligently.

Anjan Kr. Roy, Secretary & Treasurer in his address stated the important role played by the Senior Members of the profession. He also advised the participants to take maximum benefit by attending the training programme sincerely and seek clarification of their doubts from the esteemed faculties.

On 22.4.2009 at the valedictory session Chief guest Madhumita Basu, Sr. General Manager, Business Development, Eveready Industries Ltd, in her address shared the practical experiences of her life with the participants. She redefined the term success with the new rule of law of the corporate world. She stressed upon the right identification of the need of the society and requested the participants to provide service to those areas. Basu also handed over the certificates to the participants.

Earlier Mamta Binani, Vice-Chairperson, EIRC in her welcome address briefed the Chief Guest about the Secretarial Modular Training Programme. She appealed to the participants to use the term CS before their name.

Ashok Pareek, Chairman, EIRC in his address informed that seniors have taken the profession to newer heights and now it is the duty of the new comers to keep the flag of the Institute high as now onwards they will be the torch bearers of the profession.

On 19.4.2009 the participants organized Social Get-together followed by Picnic as a part of their programme at IBIZA, Diamond Harbour Road and also presented a documentary on the different sessions during the 15 days of training in the valedictory session which were acclaimed by all. Vivek Kumar Bhukania was selected as the best participant and awarded with the certificate and memento at the valedictory session of the SMTP.

##### 36<sup>th</sup> Training Orientation Programme

On 24.4.2009 the inaugural function of the 36<sup>th</sup> Training Orientation Programme was held. The Programme was inaugurated by Arindam Saha, Vice President-Multi Commodity Exchange (MCX Stock Exchange).

Mamta Binani Vice Chairperson, EIRC in her welcome address stated that before a student commences training he should be able to appreciate the corporate culture and needs an attitudinal transformation from being a student to a professional. The programme would definitely groom them accordingly. She urged upon the participants to keep themselves abreast with latest amendments to meet professional challenges. Binani also conveyed her wishes to all the participants and requested them to attend the programme sincerely.

Ashok Pareek, Chairman, EIRC in his address advised the participants to utilize the TOP platform to equip themselves for their forthcoming training days. Every professional must have undergone training to be able to learn the practical ways of trade. He also added that the TOP will motivate the students to utilize the training to regard their senior at the work place as guru and learn from them for their own benefit. He wished them all the best for their forthcoming studies and examinations.

Arindam Saha while inaugurating the programme stated that the C.S. curriculum is able to build a solid backbone of knowledge. He told only the meritorious people will find good place in the modern day's corporate world. He advised all the participants to become very serious and sincere with their assignments. Saha elaborated the features of the modern market economy sighting the variety of examples from his organization and conveyed his best wishes to the participants.

On 29.4.2009 at the valedictory session of the SMTP Mamta Binani introduced the Chief Guest and while delivering her address said that mere study is not enough, some sharpening of skills is also necessary. She also felt that students should be careful in writing correct English. Such Orientation Programmes help the students in this regard and the student should be modest enough to seek knowledge. She also advised the participants to keep in touch with the Institute. She informed the gathering regarding the different Soft Skills development programme organised by the CORPWIZ, the Youth Wing of EIRC of ICSI and advised them to attend these programmes which will be organized from time to time.

Anjan Kr Roy, Secretary – EIRC, in his address advised the students to inculcate professional attitude right from the beginning. He advised them to develop professional orientation right from the stage of studies.

Chief Guest Sanjay Laddha, Executive Director, AM Mobile Telecom Pvt. Ltd., distributed the TOP Completion Certificates to all the eligible students. In his address Laddha explained the different ways of becoming good manager. He advised the students to keep themselves updated on day-to-day basis.

##### 55<sup>th</sup> Secretarial Modular Training Programme

**Inaugural Session:** From 27.1.2009 to 13.2.2009 the EIRC of the ICSI organized its 55<sup>th</sup> Secretarial Modular Training Programme (SMTP). The SMTP was held at the auditorium, of the Eastern India

## News and Announcements

Regional Office at Kolkata. 34 participants enrolled for the said programme. They were a mixed group of not only locals but also from various parts of the country. U. Mukherjee, Administrative Officer, coordinated the programme.

S.N. Nandi, Managing Director, Matthews & Co. graced the occasion as the Chief Guest and blessed the participants with his precious words. He mentioned that the professionals have the ability to solve the problems which the non-professionals do not have. He talked about various opportunities that are available for a qualified company secretary now-a-days. The company secretaries have direct interaction with Board of Directors, an opportunity which if capitalized would enable one to serve enriching and challenging careers in corporate world. He added that great opportunities are coming in the field of corporate finance, project finance and company secretaries are today placed as Executive Directors, CFOs and CEOs of companies. He said that the role of a company secretary has increased manifold with the increasing role of corporate governance in the corporate world. Nandi briefed the participants about duties and responsibilities of company secretaries in today's fast challenging corporate environment.

Ashok Pareek, Chairman, EIRC in his address stated that the participants should completely learn from the SMTP sessions because it is addressed by respected people in the Industry who share their practical experiences of the subject in depth. The participants are required to show respect to their seniors and that as a professional they have to shoulder responsibilities. It will not only help to improve them but will bring prestige to the profession which they belong to. The participants have to be more dynamic as they have to play a responsible and pivotal role not only in Corporate Sector but also in the society at large.

Mamta Binani, Vice Chairperson and Chairperson-TEFC in her address asked the participants to interact with each other in friendly manner and also advised them to utilize the fifteen days freely to exchange views with the faculties and senior members, to clear their doubts. She asked the participants to attend the programmes being organized by the Regional Council from time to time.

Anjan Kr. Roy, Secretary & Treasurer in his address stated the important role played by the senior members of the profession. He also advised the participants to take maximum benefit by attending the training programme sincerely and interact more and more with fellow participants and the faculties.

**Valedictory Session:** On 13.2.2009 at the valedictory session of the SMTP in the beginning, the participants performed a cultural event which was acclaimed by everyone. Tathagata Bhattacharjee, Film Director, Take 5 Communications was the Chief Guest on the said occasion. Mamta Binani, Vice Chairperson and Chairperson TEFC and Anjan Kr. Roy, Secretary & Treasurer were present on the said occasion. A film titled "Ragged" was shown to the participants by Bhattacharjee which everybody watched with wrap attention. The film brought out the ill effects of ragging, a menace that has its tentacles spread both in educational institutions and the corporate world.

Mamta Binani once again conveyed her best wishes to all the participants and requested them to form a yahoo group which would facilitate easy accessibility to each other and help in exchanging views and opinions on professional matters and requested them to be actively associated with the activities of the Institute. Anjan Kumar Roy, in his address conveyed his best wishes to the participants. He requested the participants to associate themselves henceforth in all the activities of the Institute and convey their suggestions for further growth and development of the profession. Certificates were distributed among the participants by Tathagata Bhattacharjee. Best participation awards were given to the students namely Alok Sodhani, first best participant, Ashish Kumar, second best participant and Anjani Kr. Mishra, third best participant.

### Students' Meet

On 4.4.2009 the Eastern India Regional Council of the ICSI organized a Students Meet with the President Datla Hanumanta Raju, Vice-President, Vinayak S Khanvalkar, Secretary & CEO N K Jain of the ICSI at ICSI-EIRC Auditorium.

At the outset, Mamta Binani, Vice Chairperson, EIRC and also the Chairperson of the TEFC in her welcome address explained the purpose of students meet.

Ashok Pareek, Chairman, in his address mentioned that the EIRC will organise more programmes of all kinds, for the benefit of students and that special efforts are being made to organise programmes related to soft skills, communication skills, group discussions, personality development etc. to groom the budding students.

Datla Hanumanta Raju, President of the Institute in his address urged upon the participants to continue the course seriously and sincerely so that they can reach to their first level of achievement very soon. He stated that in order to reach the global standards of excellence in quality, the students must nurture ethical behaviour in professional career by observing good professional standards and values.

The President launched the 'Corpewiz', a youth wing, very first of its kind formed by 11 enthusiastic students of eastern region, solely for the benefit of students. The President appreciated and advised them to organise programmes and workshops based on their interest and advised that technical and soft skills are very important.

Vinayak S Khanvalkar, Vice-President of the Institute in his address mentioned that the strength of the future profession depends on prospective students. We have to expand rapidly and do our very best to attract more and more students to join the Company Secretary ship course.

N K Jain, Secretary & CEO while addressing the students mentioned the various steps taken by the Institute for the benefit of students. He also mentioned about the web-based e-learning Modules for the CS Foundation programme. The students present raised queries which were replied by Jain suitably.

### 22<sup>nd</sup> Academic Development Programme

On 21.3.2009 the EIRC of the ICSI organized 22<sup>nd</sup> Academic Development Programme (ADP), Type – II, at the ICSI-EIRC's A.C Auditorium, Kolkata.

Ashok Pareek, Chairman, EIRC of ICSI addressed the participants and mentioned the necessity of honing the skill sets by active participation in various training programmes being organized by the Institute from time to time for the benefit of students. With ever changing dynamics of the corporate working and the increasing expectation from professional fraternity, it was considered very much essential for imparting in-depth training to the students after passing their intermediate examinations. He said that such training sessions not only helps them in enhancing their knowledge and technical skills but also help them to enhance their confidence, courage and perceptions, which will enable them to accept more challenges and be a successful Company Secretary in future. He advised the participants to interact with the faculties more and more to clear their doubts and to take maximum benefit out of their deliberations. He stressed the need of being up to date with the various changes and happenings that take place in legislations, industry and commerce as these are essentially required by a Company Secretary, who holds a key position in the organization.

U Mukherjee, Administrative Officer introduced the topics covered in the programme to the participants.

CS Siddhartha Murarka deliberated on the topic Communication Skill. CS Rashmi Agarwal dealt with the subject "Convening and Conducting AGM/ EGM" with the help of a power point presentation.

CS Neha Singhi took up the session on Secretarial Standards. She cited a number of live examples in relation to the said topic. CS Rajesh Chura, deliberated upon the topic "Stock Exchange Mechanism" through a power point presentation. 62 participants benefited from the said programme.

### 35<sup>th</sup> Training Orientation Programme (TOP)

From 16.3.2009 to 23.3.2009 the EIRC of the ICSI conducted its 35<sup>th</sup> Training Orientation Programme (TOP) at Kolkata.

**Inaugural Session:** The inaugural function of the TOP was held on 16.3.2009 at ICSI-EIRC's AC Auditorium.

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Mamta Binani, Vice Chairperson, EIRC of ICSI and Chairperson-TEFC of EIRC, spoke on development and growth of the profession and also about the various training and development sessions being offered by the Institute. She said that 'Personal Mastery' is the mantra. She advised the students to get involved in Institute's activities and take a sense of pride and ownership towards the Institute. She also conducted the proceedings of the programme.

The programme was inaugurated by the Chief Guest Manisha Grover, Principal Consultant, Core Consultants Pvt. Ltd. In her address to the participants, she highlighted the role played by professionals in corporate houses and brought out the need for setting measurable goals and breaking those goals into daily steps. She, through a short and crisp exercise, highlighted the importance of communication and listening skills. She was of the firm opinion that such orientation programme is of immense use to the students in grooming and building the right attitude towards working in industrial houses. The students were thoroughly involved in her deliberations.

Ashok Pareek, Chairman EIRC in his address said that pleasing personality and right professional attitude is the need of the hour for promoting career with corporate houses and he was hopeful that inputs provided in such orientation programme will go in a long way in giving a meaningful shape to the career of the students. He also advised the participants to read business newspapers on regular basis to update their knowledge. Such training orientation programmes, according to Pareek, help to grow relationships with professional friends. He conveyed his best wishes to all the participants for their success in future.

Subrata Kumar Ray, past Chairman, EIRC advised the participants to give priority on gathering knowledge and that such training programmes serve as a good platform for the same.

**Valedictory Session:** On 20.3.2009 at the valedictory session Ashok Pareek, Anjan Kumar Roy, Secretary & Treasurer, EIRC of ICSI and Abhijit Majumder, Company Secretary & Financial Controller, Calcutta Stock Exchange Ltd., the Chief Guest for the session addressed the participants.

Abhijit Majumder said that mere study is not enough, sharpening of skills and efficiency is also necessary and this type of orientation programmes help the students in this regard. He discussed the traits that the management of modern day organizations prefers in top line personnel. He also advised the students to inculcate professional attitude right from the beginning.

Ashok Pareek, said that new business scenario has aroused lot of stress on self-regulation and hence self-scrutiny should be a habit at all stages. He advised the students to keep themselves updated on day-to-day basis. He also offered his best wishes to all students on the occasion.

### **34th Training Orientation Programme**

On 16.2.2009 the 34<sup>th</sup> Training Orientation Programme was inaugurated by Amit Kr. Sen, Managing Director, East India Pharmaceutical Works Ltd. The Programme was organised at the auditorium of ICSI-EIRC building. Forty Eight students participated in the said programme. Mamta Binani, Vice-Chairperson, in her address advised the participants to attend the programme with sincerity. She advised them to come and attend programmes being organized by the Regional Council from time to time. Binani requested them to create inter personal relationships and keep it up henceforth on a regular basis.

Anjan Kumar Roy, Secretary & Treasurer, EIRC inspired the students with his enthusiastic thoughts. He said that the participants should not change their organization frequently during 15 months of Management/Apprenticeship training and the attendance should also be disciplined. Amit Kr. Sen, Chief Guest narrated his practical experience with the participants and explained the vital role of company secretary in corporate sector. He conveyed his best wishes to the participants.

On 21.2.2009 at the valedictory session of the SMTP Mahesh Shah, Past President, ICSI, was the Guest of Honour. On the occasion Ashok Pareek, Chairman, EIRC, Mamta Binani, Vice-Chairperson, EIRC addressed the participants. They explained the training procedure and

the need for training, updation of day-to-day changes in various legislations, organizational culture and value addition thereto. Mahesh Shah also distributed the Training Completion Certificate.

### **BHUBANESWAR CHAPTER**

#### **First Academic Development Programme**

On 18.01.2009, Bhubaneswar Chapter organized its 1<sup>st</sup> Academic Development Programme at its premises. Twenty one students participated in the programme. The programme was inaugurated by J.B. Das, Company Secretary, OMC Limited, Bhubaneswar. In his address J.B. Das briefed the students about the necessity of training for each student before joining an organization. He thanked the ICSI, Bhubaneswar Chapter for organizing such a good programme for updation of knowledge of the students. While P.K. Sahoo elaborated various student related activities of the Chapter, B.K. Sahu, Sunita Mohanty & T.K. Sahu briefed the students the practical situations and various steps to be taken by a Company Secretary in service as well as in practice. They thanked the students to choose CS as a good career opportunity for which every student must get their job satisfaction after joining an organization. They also advised the students to give their feed back to the office-in-charge of the Chapter for future improvement of the various training programmes undertaken by the Chapter from time to time.

#### **Celebration of Basant Panchami**

On 31.1.2009, the Chapter celebrated 'Basant Panchami' Puja of Devi 'Saraswati' at its premises amidst the presence of the students, members, faculties of the Chapter. On the auspicious day, the Chapter Office was well decorated. A large number of students and members of the Chapter visited the Chapter office and offered prayers to Devi Saraswati.

#### **Students Study Circle on Board Meeting**

On 2.03.2009, the Chapter organized a students study circle meeting on 'Board Meeting' at its premises. Prashant Panda, Head Legal & Regulatory, Bharti Airtel Limited, Bhubaneswar was the guest faculty who explained various procedures for conducting board meeting and also the practical works to be done before convening a board meeting. He also spoke on the rule, regulations and other legal procedure to be followed for the success of a board meeting and the work of writing the proceedings of the meeting. Various queries raised by the students were clarified by the guest faculty. About 30 students of the Chapter participated in the meeting.

#### **5<sup>th</sup> Training Orientation Programme**

On 14.03.2009, the Chapter inaugurated its 5<sup>th</sup> batch of Training Orientation Programme at its premises. A total of 21 Intermediate/Executive/Final pass out students participated in the programme. The programme continued for 5 days. In the inaugural session of the programme while B.K. Sahu, Vice Chairman Spoke on the significance of the training needs and its usefulness during the professional career of the students, Sunita Mohanty, Secretary spoke about the code of conduct. During the valedictory session on 18.03.2009, training completion certificates were given away to the participants Chaired by Debasish Saha, Chairman and B.K. Sahu, Vice Chairman. The five days programme covered the syllabus supplied by the Institute with multi media presentation.

#### **Programme in Honour of Passed Out Students**

On 28.03.2008, Bhubaneswar Chapter organized a programme in honour of passed out students of Inter/Executive & Final students in December, 2008 examination at its premises. While congratulating the passed out students in December, 2008 examination, Debasish Saha, Chairman, Sunita Mohanty, Secretary of the Chapter advised the students for hard work in their life. They encouraged the students to enhance their communication and presentation skills. S. Balasubramanian, Chairman, CLB and B. Mohanty, ROC, Orissa the Chief Guest & Guest of Honour respectively of the programme congratulated the students for their success.

## News and Announcements

### Participation in 6 Days EDUFEST'09 Career Fair-Cum-Career Exhibition

From 9.4.2009 to 14.4.2009, the Chapter opened its information stall on "Career as a Company Secretary" in 6-days Edufest'09 Fair-cum-Career Exhibition at Exhibition Ground, Bhubaneswar. The ICSI stall was displayed with the banners like, "Career as a Company Secretary", 'Stand Out of the Crowd', Posters and various informative materials of the ICSI. Prospectus, Journals, study materials and Institute's other publications were displayed during the Fair. Parents, Faculties of Schools/Colleges, students & general public visited the stall in large numbers every day and enquired about the course, its fee structure, examination and employment and other facilities, its offices, coaching facilities etc. Managing Committee members, students volunteers explained the various queries of the students and visitors to the stall about the course. Office-in-charge of the Chapter coordinated the fair cum-career exhibition.

NORTH EASTERN CHAPTER

### Career Awareness Programme

On 3.4.2009 during the visit of ICSI delegation comprising Datla Hanumanta Raju, President, N.K. Jain, Secretary & CEO, the ICSI, Ashok Pareek, Chairman and Anjan Kr. Roy, Secretary & Treasurer, EIRC of the ICSI visited Guwahati. Among other programmes A Career Awareness program was held at the Guwahati Commerce College premises. The programme was largely attended by students from the BBA & M.Com streams. The participants were addressed by Datla Hanumanta Raju, N.K. Jain, Ashok Pareek and Anjan Talukdar. The dignitaries addressed the students and apprised them about the career prospects in pursuing the CS course. The students were informed about the role of CS professionals in the corporate sector and the potential for development by taking-up CS as a career. They also discussed the stages in the course; syllabus; training requirements at various levels; registration; postal and oral coaching facilities; etc. Brochures explaining the CS course were distributed among the students for ready reference. There was lively interaction with the students and the deliberations were noted by them with keen interest and overwhelming response.

## NORTHERN INDIA REGIONAL COUNCIL

CSI-MOTHER TERESA INSTITUTE OF MANAGEMENT AND VOCATIONAL STUDIES ORAL TUITION CENTRE

### Oral Coaching Classes for Executive Modules-I & II (Intermediate Groups I&II)\*-Dec 2009 Session

Oral Coaching classes for Executive Modules-I & II (Intermediate Groups I&II)\* are likely to commence from 11.6.2009.

Course Fee : ● Executive Module-I (Inter Group-1) Rs. 4500/-  
● Executive Module-II (Inter Group-II) Rs. 4000/- ● Timings : 4.30 to 6.00 P.M. (Monday to Saturday).

Registration open on all working days between 9.30 A.M. and 5:00 P.M. Admission on first-come-first-served basis.

(\* Provided sufficient number of students are registered for Group-II).

For further details, contact: J.K.Chawla / Vinay Kumar Gupta  
Mother Teresa Institute of Management & Vocational Studies, C- Block, Preet Vihar, Delhi-110092  
Phones: 22057200,42420552,42420553 Fax : 22509200  
Email : mtim@vsnl.net

### 124th Secretarial Modular Training Programme

On 2.3.2009, NIRC -ICSI inaugurated its 124<sup>th</sup> Secretarial Modular Training Programme at ICSI-NIRC Building, New Delhi - 110005. R Vasudevan, Director (Inspection & Investigation), Ministry of Corporate Affairs was the Chief Guest on the occasion.

R Vasudevan in his address appreciated the contents and coverage of the SMTP Programme and complimented NIRC for the same. He mentioned that knowledge is important but its application is more important. He discussed that the role of Company Secretary is specifically defined and the ICSI is taking lots of initiatives for increasing the role of C S. He also discussed the initiatives taken at the level of Ministry. He discussed the utility of the MCA Portal. He suggested the participants to be updated every second, confidence, presentation skills, public speaking are very much essential these days. He also suggested them to acquire expertise in any area.

On 18.3.2009 at the Valedictory Session of the SMTP B K Mishra, Director (Finance) NTC Ltd. was the Chief Guest on the occasion. B K Mishra, while addressing the participants congratulated the participants for passing their exams. He mentioned that as Company Secretary one must have some important traits viz. faithfulness, undoubted integrity and confidentiality and also two leadership qualities viz. organizational skills & Communication skills. He also suggested the participants to be updated every moment. At the end, he gave his best wishes to the participants for their upcoming career.

At the end completion certificates were distributed to the participants by the Chief Guest and other dignitaries present on the occasion.

### 125th Secretarial Modular Training Programme

On 16.3.2009 NIRC-ICSI inaugurated its 125<sup>th</sup> Secretarial Modular Training Programme at the Auditorium, ICSI-NIRC Building, New Delhi-110005.

Dr. Navrang Saini, Director, Ministry of Corporate Affairs was the Chief Guest & Dr. Sanjeev Kumar, Director, Legal & Secretarial, Bajaj Hindusthan Ltd. was the Guest of Honour. Dr. Sanjeev Kumar, while addressing the participants mentioned that after getting the membership of the Institute two opportunities are available viz. Employment & Practice. He also suggested the participants to have varieties of experience so that everybody should look forward to you for solution to any kind of problem. He also suggested them to be updated. He also gave his best wishes to the participants.

Dr. Navrang Saini, while delivering his address expressed gratitude for inviting him on the occasion. He stressed upon the two important aspects viz. time management & integrity & honesty and mentioned that these will give you returns in the future. He also stressed upon the professionalism & perfection. He discussed that MCA portal requires professionalism & perfection in the working. He also shared his experiences in the implementation of the MCA portal & also discussed the various role checks introduced in MCA portal.

On 31.3.2009 at the Valedictory Session of the 125<sup>th</sup> Secretarial Modular Training Programme, Sudha Gupta, Director, Gupta & Co. Ltd. was the Chief Guest who while addressing the participants congratulated them for passing their exams and successfully completing the training program. She mentioned that Company Secretaries have firmly established themselves in the corporate world and in the society as professionals rendering valuable services in various fields like corporate laws and corporate governance, finance, legal, general Management, administration and many more. She also mentioned that society expects the highest degree of integrity from the profession of company secretaries. They occupy the crucial positions in the organizations and are key managerial personnel. She gave some valuable suggestions to the participants and also offered her best wishes for their bright career.

At the end completion certificates were distributed to the participants by the Chief Guest and other dignitaries present on the occasion.

### 34<sup>th</sup> Academic Development Programme

On 14.3.2009 the 34<sup>th</sup> Academic Development Programme on the topic Corporate Communication: Need and Importance was organised at ICSI-NIRC Building, New Delhi. Deepak Kukreja, Regional Council Member, NIRC provided his best wishes to the participants at the valedictory session and also distributed programme completion certificates to all eligible students.

# News and Announcements

## BHILWARA CHAPTER

The Office address of the Bhilwara Chapter of the ICSI has since been changed and the new address is as under:

**Bhilwara Chapter of NIRC of the ICSI  
B-2-3, Basement, Lok Peeda Complex  
Near Love Garden, Bhilwara 311 001  
Phone: 01482-329603; e-mail: bhilwara@icsi.edu**

### Training Orientation Programme (TOP)

From 26.3.2009 to 30.3.2009 Bhilwara Chapter of NIRC of the ICSI organized Training Orientation Programme which was participated by 24 students. The Programme was inaugurated by the Chief Guest R.L. Nolakha, Chairman & Managing Director, Nitin Spinners Ltd., R.P. Agarwal, Managing Director, S.R. Tex Fab Ltd., R.K. Jain, Chairman and V.S. Tapadia, Vice Chairman, Bhilwara Chapter of NIRC of the ICSI. On 30.3.2009 at the Valedictory Session of the TOP, R.L. Nolakha, Chief Guest expressed his views regarding participation in TOP. Renu Bhandari, Coordinator declared the winners for various awards, i.e Best Participant, Best Presentation, Best Disciplined. The Chief Guest of the Function and Chairman of the Chapter presented mementos to all the participants and awards to the winners.

### Career Awareness Programmes

On 28.03.2008, R K Jain Chairman and Renu Bhandari conducted two career awareness programmes at Lathi Commerce Classes and at Education Heights. The speakers informed the students about the role and importance of a Company Secretary in current scenario. Students were given brochures and explained about the cut off dates, course structure, duration of course, admission procedure, coaching classes, fees, timing of examination etc. They also explained the role of Company Secretary in employment and in Practice. Students took very active participation in the Programme.

### Academic Development Programme

On 31.3.2009 Bhilwara Chapter of NIRC of the ICSI organized an Academic Development Programme for students. The programme was inaugurated by the Chief Guest R L Nolakha, CMD, Nitin Spineers Ltd., Bhilwara. Thirty Five Students Participated in the ADP.

## CHANDIGARH CHAPTER

### Oral Coaching Classes for December 2009 Examinations

**W.e.f. 11.07.2009, Chandigarh Chapter proposes to conduct Oral Coaching Classes for December, 2009 Examinations for Executive Programme and Professional Programme between 5.30 P.M. and 7.30 P.M. Fees: 5000/- for each Module of Executive Programme and Rs. 4000/- for each Module of Professional Programme. The classes will be held subject to availability of sufficient number of students.**

**For further details, contact the Chandigarh Chapter Office at GGSDS College, Sector 32-C, Chandigarh, between 11.00 A.M. and 7.00 P.M. on all working days.**

### Study Circle Meeting for students on MCA-21 and e-filing

On 4.3.2009, Chandigarh Chapter of NIRC of the ICSI organized Study Circle Meeting for the students on MCA-21 and e-filing. Tripti Gupta, Manager, Facilitation Centre, Ministry of Corporate Affairs, Government of India (Managed Services, TATA Consultancy Services) Chandigarh was the speaker of the programme. Vishal Arora, Chapter Chairman introduced the topic and welcomed the speaker and students. He highlighted the importance of MCA-21 and e-Filing to be covered.

Tripti Gupta while speaking on the topic "MCA-21 and e-Filing" enlightened the audience on the growing importance in the current scenario where Corporate Governance is playing a key role to the industry. She explained the benefits of MCA project like on line incorporation of companies, easy mode of filing of Forms>Returns etc. She also said that services like registration and incorporation of new companies, Filing of Annual Returns and Balance Sheets, Filing of

Forms for change of names/address/Director's details etc. She also explained the concept of digital signatures.

The programme was followed by an interactive session where the students raised various queries which were replied by the speaker, Vishal Arora, Chapter Chairman and Pardeep Verma, Chapter Secretary.

## GURGAON CHAPTER

### Oral Coaching Classes for December 2009 Examinations

**Gurgaon Chapter of NIRC of the ICSI is commencing Oral Coaching Classes for Foundation Programme, Executive Programme, Professional Programme (New Syllabus) for December, 2009 Examinations. Date of Commencement of Classes: 15.06.2009. Last Date for receipt of applications: 13.06.2009. For further details contact: Gurgaon Chapter Office at First Floor, Deenbandhu Sir Chhoturam Bhawan, Jahrsa Road (behind Shiv Mandir), Sector-32, Gurgaon, Telephone : 0124-2380021, 9717501942, Email : gurgaon@icsi.edu.**

### First SMTP

**Inaugural Session:** On 12.02.2009 the 1<sup>st</sup> SMTP conducted by Gurgaon Chapter of NIRC of the ICSI was inaugurated at Chapter office at Gurgaon. Chief Guest N.P.Sinha, Director, UCO Bank and Chief General Manager RBI (Retd.) inaugurated the programme.

Dhananjay Shukla, Chapter Chairman, congratulated the participants for completing their Final Course and briefly explained the various activities and endeavors of Gurgaon Chapter and said this being the first SMTP the feedback of the participants will be very important to improve the next SMTP. He said that organizing SMTP at Gurgaon Chapter is a very significant development in its history since its inception. He also stressed that SMTP is the great platform to interact with senior members of the profession who visit as faculties and thereby learning the insights of the practical experience. He also suggested that constant updation is the need of the hour and along with the development of soft skills the focus should be also on the various events taking around in the corporate world.

Deepak Kukreja, Member-NIRC & Chairman of SMTP committee-NIRC in his address suggested the participants to be interactive with faculties as well as among themselves. He also suggested that the participants should regularly update themselves.

K.K.Singh, Member-NIRC, suggested the students to be highly participative during the SMTP and create a batch hood concept among themselves. He emphasized that there is immense scope for company secretaries. Hitender Mehta, Immediate past Chairman-NIRC, said that SMTP being the last leg of training, hence this is very important for the participants. He also suggested the participants to be interactive with faculties during the SMTP. He also emphasized on the practical application of the academic knowledge.

N.P. Sinha stated that training is very important in the life of a professional. He stressed that Training sharpens the skills. He briefed how banking industry has evolved over the years. He stressed that role of company secretaries is very important in shaping the economy by providing the best services. He also discussed the recent notification of RBI for recognizing the company secretaries for due diligence report in consortium finance. He advised the students to be positive, confident and disciplined in their professional pursuits.

**Valedictory Session:** On 27.02.2009 at the Valedictory Session of the SMTP P.K.Tripathi, Advisor-Corporate Affairs, Unitech Ltd., Gurgaon was the Chief Guest and Suraj Kapoor, EX-ROC, NCT of Delhi and Haryana and Founder C Chairman of the Chapter was the Guest of Honour on the occasion.

Dhananjay Shukla, Chairman, congratulated the participants for completing their SMTP and for being highly disciplined during the entire SMTP. He emphasized that with completion of SMTP the participants will become member in couple of days and he wished them a great career ahead as company secretary. He emphasized that whether they be in employment or in practice, the quality of the service delivered should be of high standard. For that he stressed that the updation of

## News and Announcements

knowledge is the need of the hour. He also invited the participants to participate in professional development programmes of the Chapter.

Deepak Kukreja, Member-NIRC & Chairman of SMTP committee-NIRC in his address also suggested the participants to regularly update themselves with the changes taking place. He wished the participants a great career ahead.

K.K.Singh, Member-NIRC, suggested the students to explore various opportunities available in the market. He emphasized that the position of the company secretary is very reliable and dependable given the nature of responsibility he handles. He opined that this trust would be carried on by the participants being the torch bearer of the profession.

Hitender Mehta, Immediate past Chairman-NIRC, in his address also congratulated the participants for completing the SMTP. He suggested them to be innovative in their professional pursuits and discussed the various opportunities available for company secretaries. He emphasized that the quality of service should be never compromised.

Suraj Kapoor expressed his happiness with the growth of the Chapter over the years and congratulated the managing committee for its endeavor. He gave practical tips to participants to be successful as company secretary. He also detailed out the expectation of the Govt. machinery for the professionals in terms of standard of professional service.

P.K.Tripathi, Chief Guest, Congratulated the participants for completion of the course. He also congratulated the managing committee for its endeavor.

He stressed that the industry has always relied heavily upon the competencies of company secretaries and this fraternity has created a niche for itself in corporate world. He stressed that in times to come, there would be immense opportunities for the company secretaries. He suggested participants to deliver the service of highest quality always and never to compromise with ethics and inner instinct. He wished the participants a great career ahead.

JAIPUR CHAPTER

### Career Fair

On 4 and 5.4.2009 the Chapter participated in Times Education Expo 2009, at Birla Auditorium, Jaipur organized by Times of India. G. C. Sharma, Executive Officer of the Chapter participated and informed the students and their parents about the C.S. Course and the procedure, scope, enrolment criteria, and also future prospects of the profession. During the fair a large number of visitors visited and dealt with and apprised about the Company Secretary ship Course such as how to take admission in Foundation Programme, Executive Programme, etc. Visitors were informed about the procedures in getting admission to the oral classes conducted by the Chapter.

### Inauguration of Foundation and Executive Programme Module - I Classes

On 6.4.2009, the Foundation and Executive Programme Module – I classes were inaugurated by the Chairman of the Chapter Shyam Agrawal who informed about the series of Chapter activities held during past months, particularly for the students and to be organized in the coming months. He also highlighted the importance of regular coaching classes at chapter level and shared that best faculties on the subjects have been arranged. He also disclosed that in between and after the classes, there would be quiz competition and elocution competition for the students in the presence of Chairman or any other managing committee member along with concerned faculty and best student would be suitably awarded.

KANPUR CHAPTER

### Thirteenth Training Orientation Programme (TOP)

From 6.4.2009 to 10.4.2009 the Kanpur Chapter of NIRC of the ICSI organized five days Training Orientation Programme (13<sup>th</sup> TOP) at its premises at Kanpur. The Programme was inaugurated by Shravan Kumar Vishnoi, Chapter Chairman. Vishnoi, briefed the participants about the significance and importance of training. He also advised the participants that their behaviour and activities should like a qualified company secretary. Bharat Kumar Sajnani, Chapter Treasurer informed

the participants about the facilities being provided by the Chapter like acceptance of registration form, oral tuition classes, library facilities, study room facilities, acceptance of test papers, issue of eligibility certificate, acceptance of examination form, acceptance of all types of fee, membership services, sale of ICSI Publications etc.

Anju Srivastava, faculty member of the Chapter explained about need and importance of communication skills and emphasized that being a professional course it is essential that members of the Institute should improve their skill to become an effective communicator.

K.L. Kushwaha, Office in Charge and programme coordinator of the 13<sup>th</sup> TOP briefed about the general instructions regarding TOP.

On 10.4.2009 at the Valedictory Session of the TOP organized at the Chapter premises, Sushil Kumar Gupta, Director, RTCL Ltd., informed the students about the Role of a Company Secretary, Responsibilities and functions that my have to be performed by a company secretary in the normal working of a company. He also stressed on the need for diversification by company secretaries in other related areas.

Certificates were distributed to the students by the Chief Guest and Members of the Managing Committee namely Manish Shukla, Bharat Kumar Sajnani, Ashish Tiwari and Manish Kumar Pandey.

Nidhi Pandey, Umang Mehrotra, Ankit Mishra & Sweta Srivastava were judged as the best participants in the group discussion.

Bhanu Bharga, Princy Agrahri and Nupur Tusiyan were adjudged as I, II and III best participants in the presentation.

LUCKNOW CHAPTER

### Participation in 2 days Education & Career Fair

On 11 & 12.4.2009 Lucknow Chapter participated in Education & Career Fair held in Hotel Clarks inn Grand, Gorakhpur. Shiv Moorti Tiwari, Office in Charge represented the Institute's stall with course related materials like brochures, pamphlets etc. and explained the visitors about the CS course making them fully aware about the course. During the days, there was a great rush of the visitors at the venue. Students along with their parents showed keen interest to know about the CS course, the position, status etc. of company secretary.

### Participation in Global Gurukul for Education Options - One Day Fair Series

On 20.1.2009 Lucknow Chapter participated in Global Gurukul for Education Options – one day fair series held in Scientific Convention Center, Near K.G.M.U. Lucknow. Shiv Moorti Tiwari (Executive Officer) represented the Institute's stall with course related materials like brochures, pamphlets etc. and explained about the CS course to the visitors making them fully aware about the course. During the day the Committee Members also visited the venue and explained the students along with others accompanying them about the role, function, etc. of company secretaries, their position and the salary drawn by a company secretary.

## SOUTHERN INDIA REGIONAL COUNCIL

### Oral Coaching Classes for December 2009 Examinations

#### FOUNDATION PROGRAMME

Date of commencement of classes: 20.7.2009. Last date for receipt of application: 13.07.2009. Fees: Rs.3000.

#### PROFESSIONAL PROGRAMME (Module II and Module IV)

Date of commencement of classes: 24.8.2009

Module-II (Morning), Module - IV (Evening); Last date for receipt of application: 17.08.2009. Fees: Rs.3350/- per Module.

For further details contact:

SIRC OF THE ICSI

New No.9, Wheat Crofts Road, Nungambakkam  
Chennai – 600 034, Phone: (044) 28279898, 28268685  
E-mail: sirc@icsi.edu, icsisirc@gmail.com

## News and Announcements

### **Live Phone-in-Programme on Career as a Company Secretary**

R Sridharan, Council Member, The ICSI and Sarah Arokiaswamy, Deputy Director, ICSI – SIRO participated in an hour long LIVE PHONE-IN-PROGRAMME on “Career as a Company Secretary” which was telecast between 11.00 A.M. and 12.00 NOON on 11.3.2009 in “MAKKAL TV”, a popular ‘Tamil’ television channel in Tamil Nadu. The telephonic queries from viewers about the Company Secretary profession and the course were replied by R. Sridharan, and Sarah Arokiaswamy. The program reached the viewers widely, that many enquiries were made by the viewers to the institute after the program.

### **Participation in ‘Vazhikaati’, a Career Guidance Expo at Chennai**

From 4 to 6.4.2009 the ICSI – SIRC participated in the ‘Vazhikaati’, a career guidance expo conducted by ‘Dinamalar’, a popular ‘Tamil’ daily at Chennai. Pamphlets were distributed to the visitors of the ICSI stall and the details about the CS course were explained to them. Around 1000 visitors visited the ICSI stall in the three days and nearly 260 visitors registered their name for want of more details from the Institute.

### **65<sup>th</sup> SMTF**

**Inaugural Session:** On 17.3.2009 the ICSI- SIRC organized the inaugural session of the 65<sup>th</sup> Batch of Secretarial Modular Training Programme at ICSI – SIRC House, Chennai. S R Nageswaran, Executive Director, ITCOT Consultancy and Services Limited, Chennai was the Chief Guest and delivered the inaugural address.

Lakshmmi Subramanian, Vice - Chairperson, The ICSI-SIRC in her welcome address described SMTF and its objectives to the participants. R Sridharan, Council Member, The ICSI spoke on the occasion and wished the participants a very good career as a Company Secretary and advised them to keep on updating their knowledge relating to the profession. Nageswaran congratulated the participants for having successfully passed the final examination of the ICSI. He said that Company Secretary, being principal officer of the company, plays a vital role in decision making of the company and advises the board of directors on various aspects which are taking place in the corporate world. Nageswaran urged the participants to continuously update their knowledge on the matters relating to the profession.

Earlier Sarah Arokiaswamy, Deputy Director, ICSI-SIRO detailed the participants about the training programme and its importance and also briefed the general guidelines to be observed by the participants.

**Valedictory Session:** On 2.4.2009 at the Valedictory Session of the SMTF. R Ravi (Past President, The ICSI) Managing Director, Cameo Corporate Services Limited, Chennai was the Chief Guest. R.Sridharan, Council Member, The ICSI congratulated the participants and advised them to adhere to the professional ethics and observe the code of conduct. While addressing the participants Ravi said that the importance of the company secretaries at present has increased and their functions have undergone tremendous change. R Ravi advised the participants to grab the opportunities whenever it comes and prove their talents. He insisted the participants to contribute to the profession and to involve themselves regularly in the various activities of the Institute. R Ravi distributed the Training Completion certificates to the participants.

### **Seventeenth Training Orientation Programme**

The 17<sup>th</sup> Training Orientation Programme of the ICSI-SIRC commenced on 9. 3. 2009 and concluded on 13.3.2009. Fifty-three students registered for undergoing the training programme and 46 of them successfully completed the five days training programme.

### **Fifteenth Academic Development Programme**

On 18.4.2009 the Regional Council organized its 15<sup>th</sup> Academic Development Programme wherein forty-six students enrolled and attended the programme.

The programme was divided into two sessions on “How to be a part of the team and Lead a Team” and “Image Building for Professionals” which was addressed by L.V. Shyam Sundar, Proprietor, Ascend Management Consultants, Chennai and P. Raju Iyer, Cost Accountant, Chennai respectively.

Necessary material was provided and arrangements were made for the participants of 15<sup>th</sup> ADP. Feed back on faculty of each session was also obtained.

### **Fourteenth Academic Development Programme**

On 4.4.2009 the ICSI – SIRC organized its 14<sup>th</sup> Academic Development Programme which was attended by 55 participants. The programme was divided into two sessions on “PUBLIC SPEAKING” and “ACCELERATED READING” which was addressed by N R SRIDHARAN, Chartered Accountant, Chennai and V Babu Sankarasubramanian, Company Secretary in Practice, Chennai respectively. Necessary materials were provided and arrangements were made for the participants of 14<sup>th</sup> ADP. Feed-back on faculty of each session was also obtained.

### **BANGALORE CHAPTER**

### **Inauguration of Students’ Meeting and Oral Coaching Classes**

On 22.1.2009 the 27<sup>th</sup> Batch of Foundation Programme and 45<sup>th</sup> Batch of Executive Programme Oral Coaching Classes of the Chapter was inaugurated at a Students’ Meet held at St. Joseph’s Composite Pre-University College. Dr. Tejaswini H.M, Principal, S.J.R College for Women, Bangalore was the Chief Guest who inaugurated the Oral Coaching Classes. In her address Dr. Tejaswini shared certain values and teachings of Swami Vivekananda and urged the students not only to put in hard work and get more qualifications but also stressed the importance of having high principles and maintaining one’s integrity and being responsible in anything one does in life.

Gopalakrishna Hedge, Chairman, SIRC of the ICSI & Ex-officio Member, Nagendra. D. Rao, Vice-Chairman, and S M Pramod, Secretary, Bangalore Chapter of the ICSI also addressed the students and shared tips and motivated them to complete the course and become company secretaries at the earliest.

### **Fifth State Level Students’ Conference - MILAAP 2009**

On 14 and 15.2.2009 the Bangalore Chapter of the ICSI organised its Fifth State Level Students’ Conference – Milaap 2009 at the Institute of Agricultural Technologists, Bangalore. Gopalakrishna Hegde, Chairman, SIRC of the ICSI was the Chief Guest who inaugurated the conference. He also released the conference referencer, addressed the students and distributed awards to meritorious students who secured highest percentage of marks in Company Secretaries examination organised by The Institute of Company Secretaries of India in the month of June, 2008 from Bangalore Centre. 241 students from Bangalore, the accredited centres, Mysore, Tumkur, Tiptur and Dharwad attended the Conference on both the days.

Milaap - 2009 had educative and entertainment programmes such as Showcase Event – A mock incorporation of a company enacted by the students; Presentations by Students on Corporate Law; Interactive Session; How to crack professional exams and Success - what it means to You; Management Games; Business Quiz; Inter Collegiate Debate Competition; and Cultural Programme.

**Valedictory Session:** On 15.2.2009 at the Valedictory Session Chief Guest Prof. J. Subramanian distributed prizes to the winners of the Management Games; Business Quiz and Inter Collegiate Debate Competition and also addressed the students wherein he stressed on the importance of maintaining the highest quality of work and integrity as a professional.

### **Fourteenth Training Orientation Programme**

On 16.3.2009 the Bangalore Chapter of the ICSI organised its 14<sup>th</sup> Training Orientation Programme which was inaugurated by the Chief Guest Sriram Mangudi, Organizational Advancement Manager – Talent Acquisition & Leadership Development – Asia, TIMKEN, Bangalore. Mangudi in his address shared the importance of training and honing one’s skills in any profession. He also highlighted the importance of networking and being at least aware of the processes and other important aspects in the organization one works in, apart from keeping abreast with the latest developments in one’s profession, and having good communication skills.



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At the Valedictory Session held on 20.3.2009 Sharda Balaji, Practising Company Secretary, Bangalore was the, Chief Guest who in her address stated that the comprehensive syllabus gives one a wide scope and it is up to the students to choose where they want to be in the management cadre. She stressed on the importance of both self actualization and self realization and being an expert in at least two subjects and knowing from where to get all other subjects. She also enumerated the requisite basic traits for successful professionals as bold and articulate Communication; knowledge expertise and soft skills.

Shilpa Budhia and Shayam Shenoy, participants shared their experience and feedback about the TOP. She then distributed the course completion certificates to the participants.

### **Career Awareness Programme**

On 27.3.09 the Bangalore Chapter of the ICSI organised a Career Awareness Programme at Dharmastala Manjunatheswara College of Law, Mangalore. Fifty 3<sup>rd</sup> and 5<sup>th</sup> year LLB students attended the programme. Radhika, CS Student, an old student of the said college, addressed the students and explained in detail the course offered by the Institute its eligibility criteria, examination, requirements of training etc. She also highlighted the importance of making the right career choice so as to be successful in life. She then spoke about the role of a Company Secretary and importance of the profession of Company Secretary in the changing economic scenario. She also highlighted the opportunities available to anyone who has completed the Company Secretary ship course. She further enumerated the emerging areas of practice and the changing role of a Company Secretary. She also focused on what would be the mindset and preparation required from a student who wanted to pursue the Company Secretary ship Course.

Brochures explaining brief details of the Company Secretary ship Course were distributed to the participants.

Radhika also clarified the various doubts and issues those were raised by the participants.

### **Students' Study Circle Meeting on IPR on Geographical Indications of Goods (Registration & Protection) Act, 1999**

On 21.3.2009 the Bangalore Chapter of the ICSI organised a Students' Study Circle Meeting on IPR on Geographical Indications of Goods (Registration & Protection) Act, 1999 at the Chapter Premises. H. P. Raghu, CS Student, Bangalore was the Speaker who made a detailed presentation on Intellectual Property Rights on Geographical Indications of Goods (Registration & Protection) Act, 1999. There was very lively interaction from the 27 students present.

#### **COCHIN CHAPTER**

### **Students' Meeting on Issue and Redemption of Preference Shares**

On 7.2.2009 in order to discover the caliber of the students, the Chapter organized a meeting where students were the speakers and members listened to them. Shyam Kamal, Final pass student of the ICSI led the session. He spoke on various issues and practical aspects related to the issue and redemption of preference shares. The members present, shared their experience on the subject and thus enabled the students to have a detailed knowledge about the subject.

### **Students' Meeting on TDS**

A technical session on TDS was organized by the members and students jointly. The meeting was led by Vidya. P [Final Student of both ICSI & ICAI]. Issues raised by the students were solved by the speakers and members collectively. Further, S.P.Kamath, Chairman, Cochin Chapter requested the members to provide all assistance and support to the students in all means they could. Six members and thirty students attended the talk.

### **Inauguration of Oral Coaching Classes and a Technical Session on How to Appear for CS Examinations**

On 24.1.2009 S.P.Kamath, Chairman, Cochin Chapter, inaugurated the oral coaching classes for the January session. He discussed the role of Company Secretaries and also highlighted the importance of

developing communication skills. N.Balasubramanian, Chapter Secretary, explained in details the work profile and scope of the profession. As a part of the inauguration, Lakshmi Narasimhan, ACS, handled a session on "How to appear for CS examination". He taught the method of writing the professional examinations and interacted with the students so as to understand the various problems faced by them while writing examinations. Fifty students and five members attended the function.

### **Talk on Service Tax Implication**

On 27.2.2009 C.Balachandran, ICWAI, talked on Service Tax Implication. He shared his experience in the subject and made the session fully informative. He explained things depicting the role of Company Secretaries in relation to the subject. Nineteen members and ten students attended the function.

### **First Training Orientation Programme at Cochin**

From 9.3.2009 to 13.3.2009 the Cochin Chapter hosted for the first time a Training Orientation Programme at ICWAI Bhawan, Cochin. It is for the first time in Kerala that a TOP has been organised. The programme was inaugurated by Ameerul Millath S.M, Registrar Of Companies, Kerala, who also inaugurated the website started for the students of Kerala, developed by Corporate Intelligence Education & Research, Trivandrum. The session was honoured by S Venugopal, Chairman of ICAI Cochin Chapter and Raman Rajah, Chairman of ICWAI Cochin Chapter, A.A.Sivadasan, past Chairman, SIRC was congratulated on behalf of him being elected as the member of the Advisory Committee, ICSI. There was also presentation of merit awards to successful students of ICSI Cochin Chapter.

The 5-Day Training programme in Kochi was a mix of professional veterans in various fields, directly and indirectly related to the profession.

The highlights of the TOP are summarized as under:-

*First Day:* The Morning Session speaker was Ameerul Millath S.M, Registrar of Companies, Kerala on the topic Role and Scope of Company Secretaries in the Modern Corporate Era. He stressed the importance of Company Secretaries who have a major role to play in Modern Corporate Environment, as a facilitator, change agent and communicator and connecting link between the corporate and the outside world. He also explained the scope and demand for company secretaries, having brought about mainly on the advent of MCA 21. With the Limited Liability Act and National Company Law Tribunal which would be in full force soon, the importance of Company Secretaries and scope of practice is only going to increase.

The speaker for the afternoon session was Vipin V Roldant, a consultant corporate psychologist and behavioural specialist in educational, family, sports, media and corporate affairs. The topic "Personality Development" was well and adequately covered by the speaker. He involved the active participation of all the participants, by dividing them into various groups, and giving them many roles to play, and also asked them to present group songs with action. Many brain exercises were also given by him.

*Second Day:* Venkat Satyanarayana, of Link Legal, Bangalore, was the speaker for the topic "Legal Drafting". He explained the importance and nuances of legal drafting. He also deliberated the importance of the usage of proper language and proper punctuations, while drafting various deeds, agreements and other documents. He requested all the participants to take sufficient time to go through judgements pronounced by various legal authorities, to understand the legal language better. He clarified many queries and doubts raised by the students.

Shantheri Kamath, a visiting faculty at various educational institutions at Cochin, was the speaker for the afternoon session. Her topic was "Creative Management: A New approach to Management Techniques". She involved the active participation of all the students, by introducing various management games. She also gave a questionnaire which was required to be answered by the students.

*Third Day:* The Third Day Morning Session started with the topic "Representation before Company Law Board and Interpretation of

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Financial Statements: CS Perspective” by P K Krishnamurthy, Company Secretary and Partner of JKM Associates. He addressed the students starting with the usual story of Hare and Tortoise, but under changed management circumstances, which interested the participants a lot. He also gave a very elaborate talk on representation before Company Law Board and Interpretation of Financial Statements from the point of view of a Company Secretary. His presentation of the topic was lucid and clear, captivating the attention of the students.

Prem Kamath, of Asian School of Cyber Laws was the speaker for the afternoon session on the topic “Cyber Laws and Cyber Security”. The audience was held in rapt attention by the speaker, when he explained about the scare that could be caused by a slight error in cyber security. He also explained the Information Technology Act and about the usage and significance of digital signature in the present era.

*Fourth Day:* The topic for the Fourth Day Morning Session was “Capital Market”, for which the speaker was K V Thomas, Director of Interconnected Stock Exchange of India. He explained about the broader concept of capital market and how trading takes place. He also briefed the audience of Futures and Options, and Derivatives. He also explained about investing in the depressed economic scenario, and how one would survive the recession by taking the right decisions.

Susan Abraham, Company Secretary of Travancore-Cochin Chemicals Limited was the speaker for the afternoon session on the topic “Central Excise Act”. All the important provisions of the Act were adequately covered by the speaker, in the given time. She also explained various rules in connection with the Act and talked about Service Tax and its implications at length.

*Fifth Day:* Balakrishnan Bilu, Company Secretary of Kerala State Electronic Development Corporation Limited and founder of Corporate Intelligence Education and Research, Trivandrum was the speaker for the Fifth Day on the topic “CS Profession: Needs and Means.” His presentation of the topic was very simple and easy to understand. All the participants were engrossed in the topic, which explained the scope and importance of company secretary in the modern corporate world, and the needs and means of CS profession.

In the afternoon session, the students conducted a mock board meeting, the agenda and other board notes of which had been distributed earlier. All the students took part in the board meeting. The meeting was chaired by a student. Students also took themselves the roles of Managing Director, Company Secretary, Independent Directors, Nominee Directors, Executive Directors etc.

This was followed by the Valedictory Session, wherein S P Kamath, Chairman, Cochin Chapter of ICSI gave the concluding remarks about the TOP Programme as a whole. The other Managing Committee Members and various company secretaries, both in employment and in practice gave their views. There was then the distribution of TOP Participation Certificates, wherein all the company secretaries present gave certificates to the participants, taking turns.

*Other Highlights:* The Programme was arranged with arrangements such as laptops, LCD projector, mikes including Codeless mikes, writing boards etc. Students got the rare opportunity of interacting with prominent professional heads like the ROC-Kerala, Chairman, ICAI-Cochin Chapter and Chairman, ICWAI-Cochin Chapter, simultaneously. Programmes like Mock Board Meetings were recorded over video for future reference. Lunch was provided to all the participants on all the 5 days, without levying any additional fees. Various interactive sessions with the members were arranged which enabled the students to develop their view on the profession. The students were divided into groups and responsibilities were handed over to them on a day to day basis, in order to improve their presentation skills, avoid stage frights, develop communication skills etc.

In order to assist the CS students, a new web site “forcsstudents.com” was launched by the Registrar of Companies, Kerala. The website was sponsored by Corporate Intelligence Education & Research [CIER], Thiruvananthapuram.

Following Awards were presented to the meritorious students, at the inaugural session of the programme. Students’ Award to the Foundation Topper from Kochi, K.Narayanaswamy Iyer Award to the student of Cochin Chapter securing highest marks in Company Law at the Executive level, Prize sponsored by CS.Priyanka Gopi, Practicing company secretary, for the student from Cochin Chapter, securing highest marks in Executive Programme, Prize sponsored by Cochin Chapter for the 16<sup>th</sup> rank holder in the Intermediate level. On the 5<sup>th</sup> day of TOP, students were given an opportunity to select the Best Top Participant. The Award was sponsored by CS.Satheesh Menon, Practicing Company Secretary, Kochi. Participant Certificates were handed over to the students soon after the valedictory session, followed by a photo session with the members present.

### Debate on Economic Crisis

On 04.04.09, the Chapter organized a debate for the students on Economic Crisis. Students discussed various reasons which led to the crisis and examined how Indian economy was affected by the same. Sector wise analysis was made on the basis of reports collected from various magazines and news papers. At the end of the session each participant was given a chance to present his view point on the issue. The debate was moderated by Lakshmi Narasimhan, ACS. 35 Students participated in the debate.

### Group Discussion on Corporate Governance in India

On 18.04.09 the Chapter organized a Group Discussion for the students on “Corporate Governance in India”. CS.S.P.Kamath, Chapter Chairman gave an introduction of the topic and closely narrated Governance practices in the light of Listing Agreement. Various corporate failures also formed part of the discussion. CS. Jayan, Partner, SVJS & Associates, Company Secretaries, Cochin, concluded the discussion pointing out the role of Company Secretaries in promoting Corporate Governance and its importance in an economy like India.

### COIMBATORE CHAPTER

#### Business Quiz

Business Quiz – 2009, for the first time organised by the Coimbatore Chapter of the ICSI was for College students. Out of 38 teams from 20 Colleges, four were to move into the finals. Tough fight! But quizmaster G.Balasubramaniam, Company Secretary of Roots Multiclean Ltd (Vice-Chairman of Coimbatore Chapter of ICSI) made it easy and interesting. He had excellent questions in hand to pick out the finalists. The preliminary round was a written test of 25 questions.

*The finalists:* it was down to four teams: Kumaraguru College of Technology, PSG Institute of Management, Anna University & PSG College of Technology.

The winner was to emerge after ten rounds of questions. The rounds included jumbled words, Identify the personality, audio visual round and Logo round.

The event went on crucial fight in the Rapid Fire round. Rithu Parnan B and Vignesh L from PSG College of Technology emerged as winner followed by Surendar K and Santosh V of Anna University.

In addition to gift hampers and certificates the winners were richer by Rs. 1,500 and Rs. 1,000 respectively.

On concluding the event C.Thirumurthy, Chapter Chairman said that ICSI has the onus of enriching the knowledge of students on corporate affairs and this event helps to develop managerial, administrative and entrepreneurial skills in them.

### Study Circle Meeting and Motivation Talk to Students

On 18.2.2009 a Motivation Programme for Students was organized by the Chapter. A. Shanmugasundaram, shared his experiences and explained the ways for achieving success in Professional life. He also insisted on following moral values on all walks of life. The programme was attended by nearly 65 Students. The Chapter also organized a Study Circle Meeting on “Income Tax from point of view of Salary Class” on the same day. K. Ravi, FCS, VP- Finance and Company Secretary

## News and Announcements

of Roots Industries India Ltd spoke on the various aspects of Salary Taxation and also gave tips for tax planning. The programme was attended by nearly 50 participants.

### HYDERABAD CHAPTER

#### Training Orientation Programme

On 2.3.2009 the Chapter organized its 15<sup>th</sup> Training Orientation Programme. Datla Hanumanta Raju, President, The ICSI inaugurated the programme. A. Visweswara Rao, Chapter Chairman in his welcome address spoke about the importance of the Training Orientation Programme and advised the participants to interact with the faculty. Datla Hanumanta Raju, Chief Guest in his address congratulated the participants on their successful completion of the Intermediate examination. He said that the ICSI was gearing-up the students to meet the future challenges in the corporate world by conducting various training programmes by the Institute. He explained the purpose of conducting TOP. He informed the students that during the course of the training programme various topics of professional relevance would be covered by the faculty. He advised the participants to make use of the expertise of the faculty.

On 6.3.2009 at the Valedictory Session, A. Visweswara Rao, Chapter Chairman gave a report on the Training Orientation Programme. Prof. KVS Sarma, Professor of Law and Registrar, NALSAR University of Law, was the Chief Guest. He said that the purpose of the orientation programme was to get the students accustomed with the corporate culture and strategies. He advised them to improve their communication skills and writing skills. He advised them to update their knowledge from time to time. He ended his talk by wishing the students all success.

#### Inauguration of Secretarial Modular Training Programme

On 16.3.2009 the Hyderabad Chapter organized 35<sup>th</sup> Secretarial Modular Programme. Datla Hanumanta Raju, President, The ICSI inaugurated the session. He spoke on the life skills, practical approach towards Company Secretary Profession and importance of Company Secretary, opportunities and also informed about the Vision & Mission of the Institute. A. Visweswara Rao, Chairman of the Chapter presided over the function and welcomed the dignitaries & participants and congratulated the participants on their successful completion of Company Secretary Course. While explaining the purpose of conducting SMTP, he said that the ICSI was gearing-up the students to meet the future challenges of the corporate world by conducting various training programmes. C. Sudhir Babu, Council Member, The ICSI explained the amendments and changes that had taken place in the Company Secretary Syllabus.

### MYSORE CHAPTER

#### Career Awareness Programme

On 22.4.2009 a Career Awareness Programme was held at JSS I Grade College, Kollegal by the Chapter. The session was attended by 100 students. CS Anshuman A S, Chapter Chairman addressed the students.

#### Interaction Meet with the President, Secretary & CEO and Council Members

The Chapter organized an hour long programme for interaction of students with President, CS. Datla Hanumanta Raju and Secretary, CS. N.K. Jain and Central Council Member, CS. Sudhir Babu C. Students expressed their difficulties to these dignitaries and also got first hand information about various issues relating to the Institute.

#### Company Law Quiz

On 5.4.2009 a Quiz programme on Company Law was organized by the Chapter. The students formed into 4 teams. Reshma Anwar, winner of the National level Quiz Competition of ICSI in 2008 was the Quiz Master. The team led by Kavita Rao D.B. was acknowledged as the Winning Team.

#### Elocution Competition

On 12.4.2009 an Elocution Competition on Importance of Voting in the Present Indian Political Situation was organized by the Chapter. The participants talked both in favour and against the topic bringing forth a variety of views. CS Anshuman A.S. provided rationale and significance of the topic.

#### Pick and Speak Competition

On 19.4.2009 the monthly pick and speak competition was arranged by the Chapter at its premises. The students spoke on topics like G-20 summit, Traffic Congestion, Use of Plastics, etc. IVRN Harshavardhan, a Foundation Programme student was declared winner of the Competition. Vice-Chairperson of the Chapter, CS. Sarina Chouta Harish K. was the judge for the event.

#### Group Discussion

On 29.3.2009 the Chapter organized a group discussion on "Communal Disturbances – Is the Society to be blamed" at its premises. CS. Anshuman A.S., Chairman and CS. Srinivas M. Devadiga, Treasurer, of the Chapter were the judges for the event. The students participated with great interest in the group discussion. The first prize was shared by Nagasubramanya B.B. and Kavita Rao D.B.

#### Study Circles

The Chapter conducted Study Circle Meetings for Foundation, Executive and Professional Programme students on all the Sundays of the month. Special study circles were organized for the executive students undergoing oral Coaching at the Chapter to maximize the benefits of attending oral coaching classes by such students.

## WESTERN INDIA REGIONAL COUNCIL

#### Foundation/Intermediate Programme Oral Coaching Classes

The Regional Council is conducting Foundation/Intermediate Programme Oral Coaching Classes at the following Oral Coaching Centres:

1. P N Doshi, Ghatkopar;
2. Sydenham College in ChurchGate;
3. MKES College in Malad.

For enrollment and other details contact Joint Director, Western India Regional Office at 13, Jolly Maker Chambers No. 2, 1st Floor, Nariman Point, Mumbai-400021, Tel: 022-22021826, 22047569 Cell : 09223542195.

#### Twin SMTPs in WIRC

From 06.04.2009 to 22.04.2009 WIRC of the ICSI conducted twin SMTPs, simultaneously, one at WIRC and another at ICSI-CCRT.

Kamlesh Gandhi, an Investment Banker, was the Chief Guest for the inaugural session of WIRC SMTP and M.P. Sharma, a Senior Member of the Institute was the Chief Guest for the ICSI-CCRT inaugural session. Relevant and useful topics, like FEMA, Securities Law, Depository Act, M&A, Corporate Governance were covered. Further, sessions like stress management, etc. were also included in the Programme. The participants were also sent to BSE for the hands-on familiarization of stock market operations. A key feature of the SMTPs is project presentations, by the participants. Projects, on topical themes like case studies on M&A, Takeover Code, Corporate Governance and Press Notes 1,2,3,4 etc. were given to the candidates. Judges for both the SMTPs noted the presentations as insightful and informative. All the project presentations were recorded and presented to the respective candidates for their future reference.

#### Students' Programme of WIRC

The following students Programmes were conducted by WIRC in the last few months which trained around 440 students of the Institute.

## News and Announcements

Programme	From	To	No. of Participants
<b>TOP</b>			
32nd	19/2/2009	24/2/2009	50
33rd	3/3/2009	7/3/2009	40
34th	16/3/2009	20/3/2009	38
35th	23/3/2009	27/3/2009	48
<b>ADP</b>			
12th	16/2/2009	18/2/2009	50
13th	25/2/2009	27/2/2009	32
14th	9/3/2009	12/3/2009	33
<b>SMTP</b>			
86th	27/1/2009	12/2/2009	37
87th	3/3/2009	20/3/2009	49
88th	6/4/2009	22/4/2009	39
89th	6/4/2009	22/4/2009	28

### AHMEDABAD CHAPTER

#### 26<sup>th</sup> Secretarial Modular Training Programme

From 11.4.2009 to 25.4.2009 the ICSI Ahmedabad Chapter organised its 26<sup>th</sup> SMTP which was attended by 29 participants.

**Inaugural Session:** The programme was inaugurated by the Chief Guest Upen Shah, Company Secretary – Zydus Cadila Healthcare Ltd. Shah in his address, advised the participants to be focused and, keep learning on top most priority. While sharing his experiences during building up career, he encouraged the participants and motivated them to meet the challenges ahead. Information about the SMTP was imparted by Priyamvad Bhatt – Admin Officer, Ahmedabad Chapter, who coordinated the programme. Managing Committee members and senior members of the institute also remained present at the inaugural session. Company Secretaries, Chartered Accountants, practicing advocates at High Courts and Supreme Court, government officials having long standing experience in the respective fields, were invited for conducting sessions.

Sessions were interactive in nature with maximum participation from participants. Apart from Mock Board Meeting, Project Presentation, innovative session on “Role Play– Case Study” was extended to two sessions. Participants had much scope to play the real life situation as professionals and, advise clients / management as experts. Valuable tips were provided by Hon’ble judges after the practical sessions of project presentation, mock board meeting and role play sessions.

Participants were also taken to Con. Corp. Depot, Sabarmati as a part of Industry visit. Other places of visit included STA, LINK INTIME for better understanding of share transfer procedure. Participants visited PFO, TCS Vastrapur for practical know how of the e-filing process.

Ahmedabad Chapter acknowledges kind gestures of faculty members, In-charge and staff of various organizations for lending their support and contributing in the success of the fifteen days event.

**Valedictory Session:** TCA Ranganathan, Chief General Manager - State Bank of India - Ahmedabad Circle, was the Chief Guest at the Valedictory Session. The session commenced with the brief of the programme conducted during 15 days by Priyamvad Bhatt who coordinated the programme. Keyur Shah, Chapter Chairman in his welcome address appreciated the patience and hard work put in by the participants. The participants were awarded programme completion

certificates by Ranganathan, He also awarded the certificate and prize to Anil Mehta, who was adjudged as the best participant of the 26<sup>th</sup> SMTP. In his address, the Chief Guest emphasized upon the crucial role of a Company Secretary in the era of globalization and recession. He also urged the participants to be updated to get the advantage of expanding opportunities. The challenge for CS professionals lies in shouldering the responsibility and delivering the desired for corporate excellence and the progress of an organization.

#### SIRAAT Education Fair

On 26.4.2009 with a view to enhance the visibility of the profession and to attract students, the ICSI Ahmedabad Chapter represented and participated in SIRAAT Foundation Education Fair organized by Crescent School at Crescent School, Sarkhej Ahmedabad. Aashiya Desai, Counsellor and Taruna Prajapati, Chapter Official were deputed on duty at ICSI stall. Hemal Modh, CS, was exclusively invited for delivering a speech on prospects of Company Secretary Profession. Keyur Shah, Chapter Chairman, along with other CS members, visited the stall, at different times. The event started at 10 A.M. with a brief introduction of the school followed by short speech by role models of the community, followed by short speech by sponsors and cosponsors. Other participants at the event also introduced their profession and narrated background of the course, in brief. The emphasis was on importance, job potentials and future prospects. On behalf of ICSI – Ahmedabad Chapter, Hemal Modh, CS & Member, delivered a speech on Profession as Company Secretary.

Students, parents and visitors then visited the stalls arranged in Crescent School. Two banner of ICSI were displayed along with various posters. Brochures and booklets on Foundation Programme and other booklet on Corporate Excellence were distributed to students, parents and other visitors.

There was a good response highlighting increase awareness about the Company Secretary course as a career option.

#### Career Awareness Programme

On 5.3.2009, a career awareness session was conducted at BP Patel College of Commerce, Gandhinagar. Jayesh Tanna, Coordinator and Prof. at the college along with Aashiya Desai, Counselor, conducted the session. Two sessions were conducted, and around 200 students of First & Second Year of B. Com. were addressed. They were informed about CS course and employment opportunities. It was conveyed that complete registration process including issue of study material is provided by Ahmedabad Chapter. Usefulness of programme from career building and earning point of view was also explained. Certain students who cleared Foundation Programme were presented before, in order to encourage other students to register for CS programme.

#### Session on Importance of Soft Skills for CS

On 14.3.2009 Recognizing the importance of Soft Skills in the competitive world & its relevance for CS students, Ahmedabad Chapter organized first of its kind session on IMPORTANCE of SOFT SKILLS. Dipesh Shah & Shilpi Thapar made power point presentation and informed the students that Soft skills are necessary for a strong conceptual and practical framework to build, develop and manage teams. Soft skills also help in building up personality, thereby enhancing their career prospects. Session covered the important areas such as importance of Soft Skills for CS, Public Speaking and Presentation Skills, Communication Skills, Listening Skills, Team Work, and how it helps in day to day life. More than 75 students attended the session and received very good response. Students expressed that more such sessions on focused areas of interpersonal skills and team work should be organized.

#### 8<sup>th</sup> Training Orientation Programme

From 16.3.2009 to 20.3.2009 the 8<sup>th</sup> Training Orientation Programme for CS Executive Programme pass students was organized by the Ahmedabad Chapter. Keyur Shah, Chapter Chairman inaugurated the programme and conveyed to the participants that learning from books is essential for acquiring degree but for

# News and Announcements

professionals, every experience is an opportunity to learn. Learning is a way of life and he urged all participants to make the best use of opportunity to learn through this programme.

Priyamvad Bhatt Admn. Officer and Programme Coordinator provided information about the TOP to the participants.

The five day interactive programme ended with the valedictory session. Bhadren Darji, Chapter Treasurer congratulated the participants and shared his views with them.

*PUNE CHAPTER*

## **16<sup>TH</sup> Training Orientation Programme**

From 30.3.2009 to 4.4.2009 the 16<sup>th</sup> Training Orientation Programme (second TOP of the semester) was organised by the Pune Chapter. CS. Apoorva Joshi and CS. Pranav Asnikar were the coordinators for the said programme. In all 52 students attended the TOP.

## **29<sup>TH</sup> Secretarial and Modular Training Programme**

From 19.4.2009 to 4.5.2009 Pune Chapter conducted its second batch of SMTP during the same session of the semester. The 29<sup>th</sup> Secretarial Modular Training Programme was co-ordinated by CS. Apoorva Joshi and CS. Pranav Asnikar. 28 students registered for the said SMTP.

## **Participation in Times Education Boutique 2009**

On 18.4.2009 and 19.4.2009 Pune Chapter participated in the Times Education Boutique, 2009. The event provided an outstanding forum to the Institute and the students to communicate face to face. Around 115 students and parents visited the stall of Pune Chapter displayed at the event. The brochures explaining the CS course were distributed to the visitors.

*RAIPUR CHAPTER*

## **Study Circle Meeting on LLP Act, 2008**

On 19.4.2009 the Raipur Chapter conducted a Study Circle Meeting of members and students on Limited Liability Partnership Act, 2008. CS Brajesh Agrawal, Immediate Past Chairman of Raipur Chapter and CS Y.C. Rao, FCS and Past Chairman of Raipur Chapter were the faculty. The members and students raised several queries which were replied by the faculty. Over 14 members and 16 students attended the Study Circle Meeting.

## **ICSI-CCRT**

## **26<sup>TH</sup> Residential SMTP**

From 21.3.2009 to 5.4.2009 the ICSI – Centre for Corporate Research & Training (CCRT), Navi Mumbai organized its Twenty Sixth Residential Secretarial Modular Training Program (RSMTP) at its premises at Navi Mumbai. The program was inaugurated by N.J.N. Vazifdar, Past President, The ICSI. A group of expert professionals, Company Secretaries from different core areas belonging to the industry and practice, renowned consultancy firms, SEBI, Banks, Government Organisations took sessions on Corporate Governance, Impact of IT Laws, Foreign Trade & Exchange, Capital Markets, Company Law Board, Corporate Restructuring, Mergers & Takeovers, Valuation, Diligence Report for Banks, International Financial Reporting Standards (IFRS), Internal Audit of Stock Brokers / Trading / Clearing Members, Initial Public Offering, Consent orders & Compounding of offences, Loan Documentations, Compliance of Listing Agreement & An Overview of Commodities Market and its regulations.

Sessions on personality development, public speaking, motivation, presentation skills, Psychology of Winning etc. were also organized as a part of the new SMTP modules. Professionals with rich industrial exposure addressed the participants during the program. Topics like Business Strategy, ABC to Success, Emotional Intelligence, Effective Leveraging of Potential, Building up Portfolio, etc. were covered during

the pre-dinner talks while Yoga Sessions were held in the mornings. The participants were also exposed to the procedural aspects of working of the Company Secretary like Mock Board and convening and conducting Board meetings with the help of an exercise to familiarize the participants. During the course of RSMTP a visit was also organized to Stock Exchange wherein the participants had an Overview on Working of the Stock Exchange, and trading procedure. A visit to Securities & Exchange Board of India was also organized to give the participants an overview of SEBI in Investor Protection.

During the RSMTP the participants were divided in to 7 groups for their projects and presentations to build their capabilities and put them to test in a laboratory environment, something they would find hard to come across again. On Saturday April 4<sup>th</sup> 2009 the participants made presentations on the various topics viz. Part IX Companies, Directors' Responsibility Statement, Key Managerial Personnel, Investigation to MCA 21, Recent Amendments in SEBI Takeover Code, Duty skill & care of Director and Role of Liquidator.

K. R. Radhakrishnan, Deputy Manager – Secretarial Department, New India Assurance Company Ltd. and K. Subharaman, Head – Legal & Company Secretary, Unichem Laboratories Ltd were panelists to judge the presentations. This was followed by an assessment of the presentations by the panel of judges.

To give the participants an insight as to how they should prepare for and make project presentations, a brief Note prepared by Uday Thakurdesai, Former COO, DSP Merrill Lynch Securities Ltd. was earlier circulated to the participants in advance at the time of their enrollment for 26<sup>th</sup> Residential SMTP which contained how to go about with the introduction and conclusion in the project report, classification of the content in the main body of the project report and appendices, the importance of taking a view in the matter after expressing all sides of the argument, the manner of preparing bibliography, aesthetics in the project report, the relevance of visual aids, how to use them, the extent to and the context in which presentations could be made interactive, the need to tune the presentation and its content to the requirements of the audience, smooth splitting up of the topic between the team participants, smooth handover from one speaker to the next, time management during presentation, getting over nervousness etc.

The project entitled "Recent Amendments in SEBI Takeover Code" was declared as the Best Project and the group members were Reeba Varughese, Kottayam, Shweta Khanna, Kanpur and Ankit Das, Bhopal. Venkataraman Venkitachalam, Mumbai was declared as the Best Presenter in the Project Presentations. Krupesh Patel, Ahmedabad was adjudged as the Best Participant of the RSMTP.

The valedictory function was held on 5.04.2009. Prof. Parvathi Venkatesh, Dean, Faculty of Arts, University of Mumbai was the Guest of Honour.

Prof. Parvathi Venkatesh during her address congratulated all the participants for having completed the 15 days academic exercise. She said the curriculum designed for the RSMTP is very ideal and should be always a model for various management courses. She said the schedule is a good blend of Corporate Laws, Accounts and Management. Referring to the pre-dinner talks like Emotional Intelligence, Effective Leveraging of Potential etc., she said these sessions always relish the participants equally with knowledge and joy. She spoke on the emerging opportunities and scope for Company Secretaries and said that there is an ample scope and opening in India. She remarked that Brain Drain in India of yester years and turned to Brain Gain of today. She spoke on the relevance of ethics in Profession. Prof. Parvathi Venkatesh opined that Company Secretary has a vital role to play in the field of academics especially in the law, economics, accounts & commerce fields.

The Guest of Honour distributed the course completion certificates to the participants, the Best Presenter Certificate, Best Project Certificates and the Best Participant Certificate.

## Companies/Practising Members Registered for Imparting Training

### LIST OF THE COMPANIES REGISTERED FOR IMPARTING TRAINING DURING THE MONTH OF MARCH - 2009

Region	Training period	Stipend (Rs.)
<b>NORTHERN</b>		
Telemart Communication (India) Pvt. Ltd. K-19, Lajpat Nagar-II New Delhi-110024	15 Months Training	Suitable
Duet India Hotels (Jaipur) Pvt. Ltd. 401-402, B Block Vipul Square, Sushant Lok-1 Gurgaon-122002	15 Months Training	Suitable
Petronet LNG Limited World Trade Centre, First Floor Babar Road, Barakhamba Lane New Delhi-110001	03 Months Practical Training	Suitable
Janardhan Plyboard Industries Ltd. H.O.13, Gandhi Road Dehradun-245001, Uttranchal	15 Months Training	Suitable
Seeta Portfolio Management Ltd. 2A-3A, Ground Floor Pragati Bazar, Kapoorthala Lucknow-226024	03 Months Practical Training	Suitable
Carrefour WC&C India Pvt.Ltd. 16 <sup>th</sup> Floor, Building 9A, Cyber City Gurgaon-122002	15 Months Training	Suitable
AU Financiers (India) Pvt.Ltd. 19-A, Dhuleshwar Garden Ajmer Road, Jaipur-302001	15 Months Training	Suitable
Purearth Infrastructure Limited Park Square, Manohar Lal khuran Marg New Rohtak Road, Delhi-110006	15 Months Training	6000
Oriflame India Pvt.Ltd. 1 <sup>st</sup> Floor, L-29 to L-34 Radial 6, Outer Circle Connaught Place, New Delhi-110001	15 and 03 Months Practical Training	Suitable
VAE VKN Industries Pvt. Ltd. 42, Milestore, G.T.Road, Bahalgarh-131021, Distt. Sonapat, Haryana	15 Months Training	Suitable
Spring Infradev Private Limited 5D, Atmaram House, 1, Tolstoy Marg New Delhi-110001	15 Months Training	Suitable
International Tractors Limited Village Chak Gujran P.O. Piplanwala, Jalandhar Road Hoshiarpur-146022	15 and 03 Months Practical Training	Suitable
<b>WESTERN</b>		
Birla Cotsyn (India) Limited Dalamal House, Nariman Point Mumbai-400021	03 months Practical Training	Suitable
ICICI Securities Ltd. ICICI Centre, H.T.Parekh Marg Churchgate, Mumbai-400020	15 Months Training	Suitable
Siemens Healthcare Diagnostics Limited 589, Sayajipura, Ajwa Road Baroda-390019, Gujarat	15 and 03 Months Practical Training	Suitable
Sahyadri Hospital Limited 15A/4, Laxman Baug Colony Opp. Jgukare Wasti, Erandwane Pune-411004	15 Months Training	3600- 4500

Torrent Power Limited Torrent House, Off Ashram Road Ahmedabad-380009	15 Months Training	Suitable
JAPFA Cofeed India Limited 91, Sakore Nagar, Viman Nagar Pune-411014	15 and 03 Months Practical Training	6000
Wizcraft International Entertainment 5 <sup>th</sup> Floor, Satyadev Plaza Fun Republic Lane, Behind Bhagwati House Off. New Link road, Andheri-West Mumbai-400053	15 Months Training	Suitable
Neesa Leisure Limited Plot No. X 22, 23 & 24 GIDC Electronic Estate, Sector-25 Gandhinagar, Gujarat	15 Months Training	Suitable
<b>SOUTHERN</b>		
ETA Star TechCity (P) Ltd. Chennai Citi Centre, 4 <sup>th</sup> Floor 10 & 11, Dr. Radhakrishnan Salai Mylapore, Chennai-600004	15 and 03 Months Practical Training	Suitable
Manipal Acunova Limited Mobius Towers, SJR i-Park, EPIP, Whitefield, Bangalore-560066	15 and 03 Months Practical Training	Suitable
MIC Electronics Limited A-4/II, Electronic Complex Kushaiguda, Hyderabad-500062	15 and 03 Months Practical Training	Suitable
V.Guard Industries Limited 44/1037, Little Flower Church Road Kaloor, Cochin-682017, Kerala	15 Months Training	Suitable
<b>EASTERN</b>		
Brand Alloys Limited 37, Shakespeare Sarani Kolkata-700017	15 and 03 Months Practical Training	3500
Al Champadany Industries Limited 25, Princep Street, Kolkata-700072	15 Months Training	Suitable
Vision Comptech Integrators Limited 21A, Shakespeare Sarani 2 <sup>nd</sup> Floor, Kolkata-700017	15 and 03 Months Practical Training	Suitable
TM Internatinal Logistics Limited Tata Centre, Jawaharlal Nehru Road Kolkata-700071	15 and 03 Months Practical Training	Suitable
South City Projects (Kolkata)Ltd. 375, Prince Anwar Shah Road Kolkata-700068	15 Months Training	Suitable

Name of Tata Consultancy Services, Mumbai has been deleted from the list of companies imparting 03 months practical training and will continue to impart 15 months training only.

### LIST OF PRACTISING MEMBERS REGISTERED FOR THE PURPOSE OF IMPARTING TRAINING DURING THE MONTH OF MARCH, 2009

SATYENDER KUMAR Company Secretary In Practice Ganpati Sadan, 99, Sector-40, GURGAON - 122001	PCSA - 1887
ASHFAK K BAIG Company Secretary In Practice 15/B, Grace Plaza, Opp. Firdos Appt., S.V. Road, Jogeshwari (West), MUMBAI - 400102	PCSA - 1888
BENNY MATHEW Company Secretary In Practice Appt. No. 2A, RDS Retreat, Kacherippayy Kochi, Kerala -682018	PCSA - 1889

## Companies/Practising Members Registered for Imparting Training

YASH JIT BASRAR Company Secretary In Practice 15FF, Satya Niketan, NEW DELHI - 1110021	PCSA – 1890
AJIT KUMAR Company Secretary In Practice L-2A, Hauz Khas Enclave, DELHI - 110016	PCSA – 1891
SHILPA THAKRE RAY Company Secretary In Practice A-405, Silver Star, Kalina, Santacruz (E), MUMBAI - 400098	PCSA – 1892
RAKHI AGARWAL Company Secretary In Practice A-10, Janata co-operative Housing Society, Shyamal Building, opp. Pantaloons, Begumpet, HYDERABAD – 16	PCSA – 1893
PULLELA VENKATA NARAYANA Company Secretary In Practice Plot No. 17 (976), SBI Officers Colony, Gandhi Nagar, HYDERABAD- 500030	PCSA – 1894
SEJAL K. PARIKH Company Secretary In Practice Mani Bhuvan, 1 <sup>st</sup> Floor, Office No.5, 54, Hughes Road, (N.S.Patkar Marg), (Opp. Dharam Palace), MUMBAI – 400007	PCSA – 1895
SANDHYA BORASE Company Secretary In Practice 501, Ranjiv. Plot No. 80, Sher E Punjab Society, Mahakali Caves Road, Andheri East, MUMBAI - 400093	PCSA – 1896
ASHISH AGRAWAL Company Secretary In Practice C- 102, Royal Complex, Bachhani Nagar Cross Lane, Malad (East), MUMBAI – 400092	PCSA – 1897
ASHOK KUMAR MISHRA Company Secretary In Practice Keshari Talkies Complex (1 <sup>st</sup> Floor) 98, Kharavel Nagar, BHUBANESWAR – 751 001.	PCSA – 1898
SUNIL MAHESHWARI Company Secretary In Practice 286, Barkat Nagar, Tonk Phatak, JAIPUR – 302015	PCSA – 1899
S. SUBRAMANIAN Company Secretary In Practice Flat No. – 1, Prithvi, 7/4 Seetha Nagar 2 <sup>nd</sup> Street, Nungambakkam, CHENNAI – 600 034	PCSA – 1900

### ATTENTION STUDENTS!

For prompt response students are advised to address/forward their queries to the following depending upon the nature of the query.

S. No.	Nature of Query	Contact Person, Telephone Number, E-Mail id
1.	Registration of Companies for 15 Months/3 Months and 15 days (for imparting training.) Issue of Bio-Data/Sponsorship letters in companies and to the students. Queries regarding vacancy in a company/Data of Companies where vacancy of trainees exists and data of students intend to undergo training etc.	Suman Kumar, 25781672, 25781674 Ext.35 training@icsi.edu
2.	Query related to claiming Exemption from undergoing training. Query related to Admission as an Associate Member, General Query	Amit Sircar 25781672, 25781674 Ext.32 training1@icsi.edu
3.	Registration of Company Secretaries in Practice for imparting 15 months apprenticeship training Issue of Sponsorship letters to Company Secretaries in Practice/ ROC and Stock Exchange for 15 months and 15 days training etc.	Anita Mehra 25781672, 25781674 Ext.33 training2@icsi.edu

### UNIFORMITY IN SIGNATURES

It has been observed that some of the enrollment applications/ letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrolment application and attendance sheet provided in the examination hall at the time of writing the examination.

### SCHEDULE OF ACADEMIC DEVELOPMENT PROGRAMMES (ADP)

Every student of the Institute, who has been sponsored for 15 months training either in a company or under a Company Secretary in Practice is compulsorily required to attend and complete 25 Hours Academic Development Programme (ADP). The duration of each ADP would be eight hours and those who have attended three such programmes would be deemed to have attended 25 Hours ADP.

**The Schedule of ADP proposed to be organized by various Regional Councils/Chapter :-**

Organised by	Duration of the Programme	Venue of the Programme	Contact Address
NIRC of the ICSI	20.06.2009	Office Premises	The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 □ Tel. : 25763090/ 25767190, 25816593 □ Fax : 25722662 (STD CODE : 011) □ E-mail : niro@icsi.edu/icsi@eth.net
SIRC of the ICSI	04.07.2009	Office Premises	Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 □ Tel. : 044- 28279898/ 28222212 □ E-mail : siro@icsi.edu/ icsisirc@md3.vsnl.net.in.

The schedule of other ADPs proposed to be organised by SIRC is as under : **SIRC** : (i) 03.10.2009 (ii) 05.12.2009.



## NIIT Presents Exclusive Programs for ICSI Students.

In today's time, IT is all pervasive in corporate governance and knowledge of the same is vital. That's why, to ensure you keep pace with the time, NIIT brings you a specially designed program aimed at providing training in high end personal computing skills.

The course, called **'Understanding Information Technology in the Corporate Environment'** covers a range of topics specially chosen by ICSI like MS Office, Accounting Package, Digital Signature, Existing Privacy Protection, IT Laws and Security and e-Commerce. The curriculum has been designed to empower a Company Secretary to meet the challenges faced in the course of practice today.

All professionals completing the course would be certified jointly by NIIT and the Institute of Company Secretaries of India.

**Program duration:** 8-12 weeks

**Eligibility:** Students and Members of ICSI.

*There is also an option of directly appearing for an online exemption test. To be eligible for the exemption test, students of ICSI need to produce the certificates of successfully completing one or more computer courses of at least 3 months duration covering at least 80% of the syllabus of the "Understanding Information Technology in the Corporate Environment" course from any Institution.*

Log on to [www.niiteducation.com](http://www.niiteducation.com) or [www.icsi.edu](http://www.icsi.edu) for related information and FAQs on the program/online test.

\*Program and exemption test available at select centres.



# SHIFTING OF STUDENT SERVICES SECTION

the Directorate of Student Services in order to provide Single Window Services to the students - in close co-ordination with the Directorate of Information Technology, Directorate of Examinations and Directorate of Finance & Accounts is operating from a more spacious building located at Noida; which is one of the fully developed townships in the periphery of Delhi and also home to some of the big names in the field of Information Technology / IT Enabled Services. In view of the above, for all queries and services, students are advised to contact the following address: -

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

Further, the contact numbers and E-Mail ids of the contact persons for various queries and services are furnished below. Students may please note that, it is in their own interest to address the query to the right person for prompt response.

S. No.	Nature of Query	Contact Person	Telephone Number (STD Code :120; From Delhi : 95120)	E-Mail id
1.	Registration Status/ Issue of Study Material, etc. for			
	(a) Intermediate Course/Executive Programme	Ms. Hema Malini/ Ms. Anju Gupta	4239993-98	ss_reg@icsi.edu
	(b) Foundation Programme	Mr. D P Dagar/ Mr. Rajesh Sharma	Extension 2022 & 2023	ss_fond@icsi.edu
	(c) Denovo/Extn./Final Enrolment	Ms. Archana Goel/ Ms. Harvinder Kaur	4239993-98 Extension 2126	ss_post@icsi.edu
2.	Paper-wise Exemption/ Non-receipt of Registration Letter/ Identity Card/ Student Company Secretary Bulletin/ CS Foundation Course Bulletin	Mr. B S Chopra/ Mr. Om Prakash	4239993-98 Extension 2124/2131	ss_enrol@icsi.edu ss_misc@icsi.edu
3.	Coaching Completion Certificates/ Suggested Answers and Response Sheet Status / Compulsory Computer Training	Mr. Vinod Jetly/ Ms. Neelam Wadhwa	4239993-98 Extension 2122/2128	ss_coaching@icsi.edu
4.	Issue of Admission Certificate for Examinations	Mr. T.P. Balasubramanian/ Ms. Durga Shankar	4239993-98 Extension 2123/2125	e0082@icsi.edu
5.	Duplicate Pass Certificate			
	(a) Intermediate/Executive Programme	Mr. Siya Ram	4239993-98 Extension 2125	e0395@icsi.edu
	(b) Foundation/ Final/Professional	Ms. Durga Shankar/ Mr. Sandeep	4239993-98 Extension 2125	e0223@icsi.edu
6.	Transcripts/ Verification of Qualifications (only for students)	Ms. Durga Shankar	4239993-98 Extension 2123/2125	ss_lic@icsi.edu

In case of any difficulty, Shri Sohan Lal, Director(Student Services) may be contacted at Tel. No. 4239999.


# COMPANY SECRETARIES EXAMINATIONS – JUNE, 2009

## TIME TABLE & PROGRAMME

		MORNING SESSION 9.30 AM TO 12.30 PM				AFTER-NOON SESSION 1.30 PM TO 4.30 PM			
DATE AND DAY	FINAL (OLD SYLLABUS)	FOUNDATION (OLD SYLLABUS)	EXECUTIVE PROGRAMME (NEW SYLLABUS)		INTERMEDIATE (OLD SYLLABUS)	FOUNDATION PROGRAMME (NEW SYLLABUS)	PROFESSIONAL PROGRAMME (NEW SYLLABUS)		
			MODULE-I	MODULE-II			MODULE-I	MODULE-II	
02.06.2009 Tuesday	Advanced Company Law and Practice	English and Business Communication	General and Commercial Laws	General and Commercial Laws	General and Commercial Laws	English and Business Communication	Company Secretarial Practice	Company Secretarial Practice	
03.06.2009 Wednesday	Secretarial Practice relating to Economic Laws and Drafting & Conveyancing	Basic Economics and Business Environment	Company Accounts, Cost & Management Accounting	Company Accounts, Cost & Management Accounting	Company Accounts and Cost & Management Accounting	Economics and Statistics	Drafting, Appearances and Pleadings	Drafting, Appearances and Pleadings	
04.06.2009 Thursday	Secretarial, Management and Systems Audit	Financial Accounting	Tax Laws	Tax Laws	Tax Laws	Financial Accounting	Financial, Treasury and Forex Management	Financial, Treasury and Forex Management	
05.06.2009 Friday	Financial, Treasury and Forex Management	Elements of Business Laws and Management	Company Law	Company Law	Management Information Systems & Corporate Communication	Elements of Business Laws and Management	Corporate Restructuring and Insolvency	Corporate Restructuring and Insolvency	
06.06.2009 Saturday	Corporate Restructuring – Law and Practice	Information Systems and Quantitative Techniques	Economic and Labour Laws	Economic and Labour Laws	Company Law	Company Law	Strategic Management, Alliances and International Trade	Strategic Management, Alliances and International Trade	
07.06.2009 Sunday	Banking and Insurance – Law & Practice	World Trade Organisation – International Trade, Joint Ventures and Foreign Collaborations	Securities Laws and Compliances	Securities Laws and Compliances	Company Secretarial Practice	Company Secretarial Practice	Advanced Tax Laws and Practice	Advanced Tax Laws and Practice	
08.06.2009 Monday	Direct and Indirect Taxation – Law and Practice		Due Diligence and Corporate Compliance Management	Due Diligence and Corporate Compliance Management	Economic, Labour and Industrial Laws	Economic, Labour and Industrial Laws	Due Diligence and Corporate Compliance Management	Due Diligence and Corporate Compliance Management	
09.06.2009 Tuesday	Human Resources Management and Industrial Relations	Governance, Business Ethics and Sustainability	Governance, Business Ethics and Sustainability	Securities Laws and Regulation of Financial Markets	Securities Laws and Regulation of Financial Markets	Governance, Business Ethics and Sustainability	Governance, Business Ethics and Sustainability	Governance, Business Ethics and Sustainability	
10.06.2009 Wednesday									

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