1 COMMON PROTOCOL FOR SHORT TERM TRAINING PROGRAMMES THROUGH OFFLINE (CLASSROOM (NON-RESIDENTIAL)/RESIDENTIAL) AND ONLINE (LMS/ WEBINAR) MODE

1.1 SHORT-TERM TRAINING THROUGH OFFLINE MODE [CLASSROOM (NON-RESIDENTIAL)/ RESIDENTIAL] (including ODOP, 15 days EDP, 15 days CLDP)

A. For Students

1.1.1 Centralized Registration (only through Stimulate portal)

a) The centralized registration is applicable to both 15 days EDP and 15 days CLDP (not applicable to ODOP registration)

b) The students shall register through Stimulate portal for the training announced by the ROs/Chapters/CCGRTs subject to their eligibility and preferred location of training.

c) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.

1.1.2 Selection of Students
Selection of students shall be done on first come first served basis through online mode subject to eligibility.

1.1.3 Batch Size
Ideally a training batch shall comprise of maximum of 50 and minimum of 20 students.

1.1.4 Dress Code:

The students shall be well dressed. The dress code to be followed is as under:

    (i)   For male participants:-   Formals, preferably a formal suit or a full sleeves white/sober colour shirt + dark colour trouser + matching tie.

    (ii)   For female participants:- Western Formal /Indian Formal

Casuals shall not be permitted (Jeans and T-shirts etc.)

1.1.5 Attendance

All students shall mark attendance both at entry and exit on a daily basis. Attendance on all days of training shall be mandatory.

1.1.6 Discipline during the Programme

a) Students must maintain complete decorum and discipline during the programme as instructed by the programme coordinator.
b) Mobile phones & all other electronic devices must be kept on switched off mode.

1.1.7 Fees Exemption under Compassionate Ground

Students who have lost both parents or are differently-abled and are facing financial constraints with legal guardian/adoptive parents, can request a 100% fee concession. They need to manage their travel and stay arrangements if necessary. Requests shall be recommended by the respective RO/Chapter/ CCGRT and approved by the Secretary, ICSI through HOD, Training in deserving cases only.

1.1.8 Feedback of Trainers

At the end of each session the students shall have to submit a feedback form to assess their learning from the session attended through Stimulate as also their observation on what changes, if any, required to make their learning process from the session completed.

1.1.9 Grievance
The grievance, if any of the student/participant shall be submitted in writing or through e-mail to the program coordinator.

1.1.10 Certificate

A completion certificate shall be auto generated through Stimulate portal upon successful completion of the training. However, in exceptional cases or in case of technical issues, a physical certificate may be issued.

1.2 ONLINE MODE TRAINING THROUGH LEARNING MANAGEMENT SYSTEM (LMS)

Important instructions for students

a) Students intending to undergo online mode training shall be required to apply and pay requisite fees through stimulate portal. The ICSI subsequent to realization of fees shall approve the application of thestudent on Stimulate portal.

b) Post approval, the student shall receive an email of approval. The email shall contain link of LMS usermanual. The LMS user manual shall contain the details of LMS login id, password and batch link. Thestudent can access the course within one working day after receiving the approval email.

c) Students shall access the e- programme using his login credentials through the provided link.

d) Student's LMS login Id will be valid for 90 days in case of e-EDP and 180 days in case of e-CLDP fromthe date of granting access of the LMS account.

e) Students are required to complete all the sessions of e-programme (including submission if any or assessment) within 90 or 180 days depending upon the training programme.

f) If any student is not able to complete the training within the stipulated time frame, as stated above then the LMS access will be deactivated after expiry of 90 or 180 days depending upon the training programme and student will have to re-register within 30 days (post expiry of 90 or 180 days depending upon the training programme) by paying 50% of fees and complete the remaining part of the training.

g) If any student has not been able to re-register within 30 days, then such students LMS account shall beinactivated. The student shall have to undertake the training afresh, by making the full payment of fees once again.

h) If any student is not able to complete the training during the extended period, also in such case no further extension shall be allowed.

i) Attendance of each session is mandatory to mark the course as completed.

j) All the topics of the particular training shall have to be completed.

k) Students are required to undergo the session in sequence to avoid missing any of its part.In case

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of non-completion of any previous session, the students shall not be allowed to start any fresh session.

l) Students can undergo sessions at any time any day with full flexibility of selecting the time.

m) For better utilization of LMS services, it is recommended to refer the LMS user Manual.

1.3 WEBINAR MODE TRAINING

1.3.1 Centralized Registration

a) The centralized registration is applicable for undergoing all training programmes conducted through Webinar Mode.

b) The HQ or the concerned offices of the ICSI shall announce and open training registration for various training programmes well in advance.

c) The student eligible for the training programme shall register through Stimulate Portal.

d) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.

e) The online registration data has to be extracted by the concerned offices immediately after closure of registration of various training programmes.

1.3.2 Batch Size

Ideally a training batch shall comprise of maximum of 75 and minimum of 20 students.

1.3.3 Tentative Timing

The online programme shall be for a maximum of 7 hours with the provision of lunch break and two small breaks thereby making the study time of 6 hours unless otherwise specified in the training guidelines for the particular training programme.

1.3.4 Attendance
Online attendance of each session is mandatory for every student.
Concerned offices shall take attendance of all the students on a daily basis and update/upload on Stimulate Portal.

1.3.5 Discipline during the Programme
a) Students must maintain complete decorum and discipline during the programme as instructed by the programme coordinator.

b) Students shall be well groomed and be in formal attire. Casuals shall not be permitted (Jeans and T-shirts etc.)

c) Students should keep themselves muted during the programme and only ask questions when Q& A session is announced.

d) Students to ensure that they have good internet connectivity and their laptop, tablet or mobile is in good working condition with the facility of camera.

e) Students are to follow Do's and Don'ts, if any during the programme as explained by the programme coordinator.

1.3.6 Technical Requirements

a) The programme shall be placed on the Institute's website for wider reach.

b) The students and faculty should ensure that they have a working laptop/computer/smartphone with camera and microphone facility for attending the programme.

c) The students have to ensure that the system they are using to login to the programme should have the facility to view the faculty video and audio and also to start camera.

d) The students should ensure that they are in a good network coverage to attend the full day training programme so that their attendance is recorded.

e) The programme coordinator to ensure that the data of all the students participating in the programme is captured.

f) The programme coordinator shall arrange to record the live programme for the entire duration of the programme and keep it for record purpose and to provide to HQ, if required.

g) The programme coordinator shall ensure record keeping of daily attendance of all the students.

h) The attendance of the students on the stimulate portal shall be duly updated in order to generate their completion certificate.

i) Programme coordinator to obtain feedback from students as desired separately in these Guidelines

6   ONE MONTH CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)

6.1   15 DAYS ONLINE/WEBINAR MODE CLDP

6.1.1 Objective

i. To provide practical perspective to the subjects learnt at Executive and Professional level;

ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;

iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.

iv. To provide students leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures

v. To make the participants more employable by imparting tool-based training on the core areas of CS profession

6.1.2 Eligibility Criteria

A Professional pass student after completion of 30 days EDP (15 days online and 15 days classroom mode EDP) and 21 months practical training shall become eligible to undergo 15 days Corporate Leadership Development Program (CLDP) in online/webinar mode.

Completion of 15 days online/webinar mode CLDP is a pre-requisite to undergo 15 days classroom (non-residential/residential) CLDP.

6.1.3 Mode of Delivery

The 15 Days online CLDP is to be offered through the Learning Management System (LMS)/Webinar mode.

6.1.4 Fees

A fees of Rs.3,800/- for 15 Days online/webinar CLDP is to be paid by the students through Stimulate portal or as prescribed from time to time.

6.1.5 Modalities of completion of Training:

Attendance on all the days for all the sessions is compulsory for obtaining the certificate of completion.

i. Students shall have to complete 15 Days Online/webinar mode CLDP before the start of 15 Days non-residential /residential mode CLDP.

ii. In case a student is unable to complete Online CLDP for full 15 days, he shall not be allowed to undergo Classroom Training. Such students may be given a maximum duration of 180 days from the day of start of their Online CLDP to complete the same. If a student fails to complete the online CLDP in the maximum duration of 180 days, then he has to re-register by paying 50% of the fees for extension. If during the period of extension also, the training has not been completed by the student, then the LMS access may be denied, and he has to re-register after paying the full fees and start the training afresh.

iii. No transfer is allowed from online mode to webinar mode and vice versa. Still in case due to any exceptional issue being faced by the student, he wishes to change from online mode to webinar mode and vice versa, then the mode shall be changed upon his request and he shall have to start afresh by making full payment of that particular mode of training.

6.1.6 Session-Wise Evaluation of performance of students through Assessment

Each session of Online CLDP shall be followed by an assessment (20 MCQs). Clearing assessment is mandatory for progressing to new session. A student shall have to secure at least 50% marks to pass the assessment. Three attempts (with a gap of 24Hrs between any two consecutive attempts) would be permitted to clear the assessments. This process shall continue till all the sessions are cleared or the maximum permitted time (6 Months from the activation/access date for Online CLDP) to access Online CLDP on LMS has elapsed. If Online CLDP is not completed within 6 months as specified above, all the records of all such students (content view/assessment) would be erased from the LMS, and the students shall have to re-apply for Online CLDP afresh after paying the requisite fees again.

6.1.7 Format of Completion Certificate
A format of Completion Certificate of 15 days Online mode and Webinar mode CLDP certificates are placed at **Annexure 6.1 and Annexure 6.2** respectively.

6.1.8 Course Content

The detailed content of 15 days Corporate Leadership Development Programme (CLDP) in Online/Webinar Mode is placed as **Annexure 6.3.**

6.2 15 DAYS CLASSROOM CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP RESIDENTIAL/NON-RESIDENTIAL MODE)

6.2.1 Objective

i. To provide practical perspective to the subjects learnt at Executive and Professional level;

ii. To sensitize the students about the role of Company Secretary as Corporate Leaders, KMP, Advisors etc. and the expectations of industry;

iii. To provide the finishing skills expected to be carried out by a Company Secretary including advisory, representation/appearance, drafting, business communication, meetings management, audit and attestation services, stakeholder's management, IT tools, technology and automation etc.

iv. To train students on leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures

v. To make the participants more employable by imparting tool-based training on the core areas of CS profession

6.2.2 Eligibility Criteria
A Professional pass student after completion of 30 days EDP (15 days online and 15 days classroom mode EDP), 21 months practical training and 15 days online/webinar mode CLDP shall become eligible to undergo 15 days Corporate Leadership Development Program (CLDP) in residential/non-residential (classroom) mode.

Completion of 15 days online/webinar mode CLDP is a pre-requisite to undergo 15 days classroom (non-residential/residential) CLDP.

6.2.3 Duration of the Program

The duration of classroom mode CLDP is 15 days through residential/non-residential mode. The concerned offices are mandated to conduct regular CLDP so that no student is deprived of the opportunity to attend this program.

6.2.4 Mode of Delivery
The 15 Days classroom CLDP (Residential/Non-residential mode) is to be attended by the students at concerned offices of ICSI or as decided from time to time.

6.2.5 Training Venues

1. Regional Offices
2. CCGRTs (only Residential mode)
3. Eligible chapters of ICSI as approved by the ICSI from time to time.

6.2.6 Fees

A fees of [1][Rs.10,000/-] for 15 days classroom CLDP through non-residential mode (which includes charges for refreshment & lunch, Stationery items /CLDP kit) and Rs. 22,000/- for classroom CLDP through residential mode (which includes charges of stay and meals, Stationery items/CLDP kit) is to be paid by the student through Stimulate Portal or the fees as prescribed from time to time. However, the programme has to be conducted on self-sustained basis.

In case there is cancellation made by the student for any batch of CLDP, then the concerned offices shall allow carry forward of the fees paid for that batch of CLDP to the next batch or refund the amount to the student with 10% deduction in the total fees.

6.2.7 Sessions and Program Structure

The sessions shall be scheduled between 9 am to 6pm with a lunch break in between and other two short breaks. The duration of all the sessions of CLDP shall not be less than 6 hours in a day.

6.2.8 Best Participant Award

In order to encourage greater interest and participation, a best participant award (i.e., one memento+ certificate), certificate for 1st runner-up & 2nd runner-up shall be given to the participants in each batch. Announcement of the same shall be made at the beginning of the programme, specifying the broad parameters in this regard. There shall be only one student selected for "Best Participant Award" from amongst all the students (including male & female). If same highest points are obtained by more than one student, then they shall be declared as joint winners. But there shall not be a separate award for male and female participants.

Following methodology shall be adopted to adjudge the "Best Participant" of the batch :

i. **Impact Session:**
    Various contemporary topics (on current affairs, burning topics in news, latest headlines in Corporate Laws, Financial Market etc.) may be collected well in advance. One such topic is to be typed on one slip. Keep all slips in a box. Ask all participants to pick one slip from the box by draw of lots. Now give them some time for preparation (say 15 minutes). After that each participant is required to speak (for minimum two minutes & maximum five minutes) in front of the panelists. Minimum three persons should be kept in panel. Senior members of profession/ academician/ any competent professional may be invited to act as panelist. Each Member should have not less

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[1]Changed pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024 . Prior to change the fees was Rs. 7500/-"

than 15 years post qualification experience. Each member of panel will give marks to each participant out of maximum10 marks considering their performance, communication skills, command over English language, content of the subject etc. While speaking, participants are not allowed to use any reading materials/papers. They should speak extempore and express their views on the topic allotted to them. Average of total marks secured by each participant may be calculated and recorded.

ii. **Secret voting:**
Secret voting is to be conducted amongst the participants to ascertain participant's popularity vote. No participant can vote for himself/herself. If he/she does so, his/her vote shall be treated invalid. Programme Co-ordinator may adopt some internal control to check the same. On a sheet of paper, total no. of votes secured by each participant shall be recorded. One divided by total no. of participants in the batch is the value of one vote. Now value of one vote is to be multiplied by the total no. of votes received by each participant. This will give another score for all the participants.

iii. In addition to above, the performance of the candidate in various activities like Debate, Moot Court, Group Discussion, Classroom participation, Leadership quality etc. could be judged for selecting the best participants

iv. Total of (i) & (ii) and (iii) as given above is to be computed for each participant on a sheet of paper. Student who secures highest mark in combined score chart is to be adjudged as the "Best Participant" of the batch. Student who secures 2nd & 3rd position may also be recognised as first runner-up and second runner-up.

6.2.9 Project Report Presentation and Viva-voce:

As part of the CLDP, each student is required to present his/her Project Report (which the student hasprepared and submitted at the end of his Practical training through stimulate) and appear for a Viva- voce for the same. The students shall be required to qualify in Viva-voce on the project report.

i. **Preparation of Project Report:** A student while undergoing Practical Training shall prepare a Project Report on the basis of his practical training in consultation with his trainer and submit the report to the Institute through stimulate portal. The student shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A *viva voce* shall be conducted on the Project Report at the time of CLDP and grades be suitably awarded on the same.

ii. **Procedure of evaluation of Project Report and conduct of Viva Voce**
There shall be a Viva-voce on that project report during the CLDP by the panel of experts. The followingmarks against the grades shall be used for evaluation of the project report through Viva-

voce

Grades	Marks out of 20
A+ : outstanding	16 and above
A : Very Good	14 and above
B+ : Good	12 and above
B : Satisfactory	10 and above
C: Needs Improvement Resubmission	Below 10

Viva Voce shall be conducted and evaluation be done at the location of CLDP by a Committee consisting of three members viz., an academician (who is in the teaching line) having not less 15 years Post Qualification experience, a Member having not less 15 years Post Qualification experience and a person having Managerial experience having not less 15 years Post Qualification experience.

The student needs to score minimum "satisfactory" B grade for obtaining the CLDP completion certificate in order to become eligible for ACS membership. In case the student fails to score minimum qualifying grade, then he/she shall resubmit the Project Report and again undergo the process of Viva voce.

There shall be no viva-voce for students who have got exemption from the requirement of long-term training.

iii.   Criteria of Rating

Total 20 marks shall be awarded for Viva Voce. The following shall be the parameters:

Subjects	Maximum Marks	Marks Allotted	Total	Grade
Presentation skills	5			
Communication Skills	5			
Command over Subject	5			
Relevance of Objectives with the topic	5			

Faculty   Expert Name:_____Designation :_____

Signature:

Member Name:＿＿Designation:＿Signature:＿

Professional Expert Name:＿＿＿Designation:＿＿＿ Signature:-----------------

Programme Coordinator Name:＿Designation＿Signature Remarks:

6.2.10 Format of Completion Certificate

A format of Completion Certificate of 15 DAYS CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP) Non-Residential / Residential mode is placed as **Annexure 6.5**.

6.2.11 Course Content

The detailed content of 15 days Corporate Leadership Development Programme (CLDP) in Classroom Mode is placed as **Annexure 6.4.**

ANNEXURES

Certificate No. _____

15 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE
(Online Mode)

This is to certify that Mr./Ms _____ student bearing Registration No _____has attended and successfully completed the 15 days CORPORATE LEADERSHIP DEVELOPMENT PROGRAM (CLDP) on ICSI LMS portal from _____to_____organized by the ICSI Headquarters as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued by ICSI HQ on _____

Programme Coordinator   HoD

(Directorate of Training)   (Directorate of Training)

Certificate No. _____

15 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE
(Webinar Mode)

This is to certify that Mr./Ms _____ student bearing Registration No _____ has attended and successfully completed the 15 days CORPORATE LEADERSHIP DEVELOPMENT PROGRAM (CLDP) through webinar mode from _____to_____organized by the RO_____ of the Institute as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued by _____on _____

Programme Coordinator   RD/Chairperson
      (RO)   (RO)

15 DAYS ONLINE MODE CLDP (ONLINE/WEBINAR MODE)

PART –A (12 Days - 24 Sessions All are Mandatory)

Each Topic Will Cover One Session of 3 Hours Duration (with or without break of 15 Minutes)

SI No	Name of the Session	Scope
1	Art of reading Companies Act, 2013 and basic Charter Documents like MOA & AOA	To cover the preamble, important definitions (with examples/case laws, Reading a section with rules/circulars. A critical section on the management/ operations of the company can be taken and explained. Understanding the basic documents (MOA/AOA), Doctrine of indoor management, constructive notice. Importance of AOA & MOA and their Alterations
2	Governance framework of Companies	Concept of Board, Chairman, KMP, Independent Directors, Nominee Directors, Shareholder Directors, Board Committees and its constitution. Appointment, Role, Duties & Responsibilities of Directors. Proxy Advisors and their Role.
3	Raising of Capital (IPO/ FPO) - Companies Act / ICDR / Other SEBI Regulations	Sections on raising of capital under Companies Act including Private Placement / Preferential Allotment/ Important provisions of ICDR. Transfer & Transmission of Shares Dematerialisation of shares
4	Board Report / Annual Report Disclosures, website disclosures	Board Report Disclosure mandates under Companies Act for all companies Board Report Disclosure mandates under SEBI LODR other regulations Website compliances and its check list
5	LLP - Concepts to Compliances	Basic Concepts of LLP, Designated Directors, Registered Office Registration process of LLP, Annual Compliances
6	Interpretation of Statutes	Principles, Rules of Interpretation; Delegated Legislation; procedural law, repugnancy, delegated legislation,

Sl No	Name of the Session	Scope
		harmonious construction etc.
7	Law relating to Civil, Criminal procedure	CPC. CrPC, Evidence Act, Torts etc
8	IBC - Basic Framework	Basic framework of IBC including Institutional/Adjudicatory framework under IBC. Basics of CIRP, Insolvency Professionals, Resolution Professionals. Liquidation and Voluntary Liquidation
9	Auditing Standards issued by ICSI	CSAS 1 to CSAS 4
10	Internal Audit-Tools and Techniques	Audit engagement/planning; Data Gathering I Data Analysis, Interpretation and Reporting, Documentation, Process Mapping, techniques; IT tools etc.
11	Reading and Interpretation of Financial Statements (B/S, P&L)	Balance Sheet Analysis, reading, Importance of Ratio analysis, Trend analysis, comparative statements, Adjusted statements etc. Interpretation of Audit Report & Notes to accounts. Introduction of Accounting Standards & IndAS
12	Compounding of offences, Condonation of delay, Adjudication of penalties under the Companies Act / FEMA	Concept and Difference between Compounding / Condonation and Adjudication. Procedures & process to be followed under Companies Act / FEMA Important Sections and check lists.
13	Drafting of Legal Documents/ Agreements	Essential components of legal documents, provision of Contract Act. Drafting of basic documents General/Specific power of Attorney, drafting of basic business agreements, deeds, Will, Partnership Deed, Trust Deed etc
14	Cyber security, social media, AI, Machine tools etc	Need & Importance of Cyber Security, AI, Machine tools. Social Media presence and protection. Aspects impacting CS in employment and in practice are to be covered
15	Arbitration & Mediation	Legal and procedural aspects are to be covered Importance of Arbitration & Mediation
16	IPR	Trade Mark and opportunities available as Trade mark Agent.

SI No	Name of the Session	Scope
		Introduction and process to register Copy Right & Patents. Anti-competitive agreements(Cartels), Abuse of Dominance, Regulation of combinations, leniency provisions
17	Labour Law compliances	Framework & introduction of Labour Law codes, Applicability of State & Central laws. Basic Compliances Regular & Annual Compliances
18	POSH	Need & Importance of Law Committees, Constitution, Complaint and Enquiry process, Final order Annual Compliances
19	Independent Directors	Concept & Need of ID's Eligibility & process of Appointment IICA ID Exam, validity and exemptions Opportunities, Duties and Liabilities Sitting fees, commission, shareholding, business & professional relationship with the company & its directors.
20	Compliance Management	Compliance framework, maintenance of registers/records, non-compliances and remedies, penalties and adjudication, introduction to compliance tools
21	Annual/ recurring Filings with different regulators by Companies-An over view	Annual and other filings under Companies Act, SEBI Regulations, GST etc.
22	Stamp Duty Laws	Importance of Stamp Duty laws State & Centre matters and its differentiation Major Documents and its duty chart Applicability of Stamp duty under Companies Act Adjudication of stamp duty and process to be followed. Role of Company Secretary
23	MSMEs, Start ups	Registration, Compliances, Legal provisions, subsidies etc.
24	FEMA	FDI/ODI/ECB Basic provisions and compliances/filings etc

Part - B

Elective Topics For Remaining 3 Days Of Online / Webinar Mode CLDP (6 Topics to be Chosen out of 10 Topics)

Each Topic Will Cover One Session of 3 Hours Duration (with or without break of 15 Minutes)

Sl No	Name of the Session	Scope
1	Valuation	Business valuation approaches & principles, Techniques of different type of restructuring & importance of valuation. Important provisions under the Companies Act, IBC, Income Tax and Rules framed by IBBI
2	RERA	Registration of Builder / Contractors / Real Estate owner / Agent / Project Annual Compliances & Records to be maintained Adjudication mechanism, penalty provisions & De-registration
3	Dividend and IEPF	Important provisions of Companies Act, SEBI –LODR. Process and Time line for Transfer of Dividend and shares to IEPF. Process and check list for re-claiming the dividend and shares back from IEPF
4	Competition law	Important provisions of the Competition Act and its applicability. Competition Commission of India & its functions.
5	Banking & Insurance	Concepts, regulatory framework, banking operations, Digital banking, relevant provisions of NI Act, Regulatory framework, compliances, stewardship aspects.
6	International trade and policy	WTO, foreign trade policy etc, DGFT, IE Code
7	Consumer Protection act	Important Provisions and its compliances
8	Evaluation of Maiden job opportunities	Assessing the job offers with respect to risks opportunities and prospects
9	Societies Trusts NGOs, Social Stock Exchange & Social Audit	Registration, compliances Concept & Importance of Social Stock Exchange Concept of Social Audit, Eligibility, Process & Audit Tools and Reporting

SI No	Name of the Session	Scope
10	Setting up of a Business	Types of Business entities and their difference. Registration process KYC documents Importance of Professional guidance Registration with Regulators Importance of Trademark / Goodwill

Assessment in case on 15 days online mode through LMS

- Assessment process at the end of each session through MCQs for 15 minutes for each session on LMS portal itself to ensure the effective participation of students in online sessions.

Assessment in case of 15 days online mode through webinars

- Assessment thorough Group activity of students where a group of 5 students will be required to make a presentation for 5-10 minutes on any topics identified by R.Os and CCGRT(to be identified latest by 7th day of 15 Days online CLDP). The activity will be assessed and grades may be provided for a maximum of 20 marks as under:

    - A+ : outstanding 16 marks and above
    - A : Very Good 14 and above
    - B+ : Good 12 and above
    - B : Satisfactory- 10 and above
    - C: Resubmission –Below 10

a. Scope of Second Phase of 15 days Physical Mode
Second Phase of 15 days off-line Mode will provide

- Practical perspective to Core and specialised areas
- Managerial skills as KMP
- Drafting and representation skills
- IT and ML skills with specific reference to the profession
- Flexibility through elective sessions
- Learnings through Simulations(Mock board Meetings/Mock AGM/Moot NCLT/NCLAT sessions through Role Play)

Scheme of Sessions for 15 days physical mode of CLDP

1. 10 days may have 20 sessions(each day 2 session) which may be made compulsory covering policy aspects on core subjects, core skills and awareness about CS Act, Regulations,

Guidelines by ICSI. Each day may cover two sessions of 3 hours duration, totalling to 60 hours for 10 days.

2. Days may have 6 sessions which may give flexibility to ROs and CCGRT to choose topics out of the given topics

3. Half Day on inaugural session and half day on valedictory session

4. One day for project presentation

5. Project may be topics identified by the R.os and CCGRT. The topics identified for a CLDP session shall not be considered for next four consecutive sessions. The topics may be identified out of any Core/ Hybrid and Ancillary subjects of New Syllabus 2022.

15 DAYS CLASSROOM MODE CLDP
(Residential/Non-Residential Mode)

- Mandatory Newspaper reading session for 30 minutes every day before starting of the first session

- Students shall be asked to read a book of their choice on best practices of Management/Autobiography of influential leaders (in the areas of business/scientific/ spiritual/ sports/ political) and submit the summary/synopsis in 2-3 pages in own hand writing to the Programme Coordinator on or before the last day of the CLDP.

- Dining Etiquettes shall be taught during lunch time and Greeting Etiquettes shall be taught during tea-break time. Detailed content of these two topics are given at the end of the 15 days CLDP content.

- 15 days classroom mode CLDP shall consist of half day Inaugural, one day Viva Voce (i.e., on 14th Day), half day Impact Session (first session on the last day), half day valedictory and 12 topics from Part A and 13 topics from Part B.

- The case studies (wherever mentioned in the given syllabus) shall be discussed from the CLDP Manual which shall be provided to the students of CLDP by the organizing RO/CCGRT/Chapter.

PART –A (12 Sessions)
Topics Given at Sl. 1,2,3,4,5,6,7,8,9&10 are Mandatory
Choose Any 2 Topics Out of The Remaining Topics (from Sl No.11 to 16)
Each Topic Will Cover One Session of 3 Hours Duration (with or without break of 15 Minutes)

Sl. No.	Content	Scope
1	Manner of conducting Secretarial Audit	Scope; preparation, drafting, auditing standards, techniques, due diligence, risk assessment etc
2	Practical aspects of Corporate Restructuring	Legal background of M&A, Practical procedures, meeting requirements, NCLT matters
3	The ICSI Unique Document Identification Number (UDIN) Guidelines, 2019,The ICSI Employee Company Secretaries Identification Number (ECSIN) Guidelines,	Procedures and compliances PCS Orientation Programme Services to be rendered by Company Secretaries in Practice Intimation to Previous Incumbent Ceilings on Certification Maintenance of Records and Registers Privileged Communication Usage of Logo by Company Secretary in Practice

Sl. No.	Content	Scope
	2019, The ICSI Continuous Professional Education (CPE) Guidelines, 2019, The ICSI Management and Development of Company Secretaries in Practice(PCS) Guidelines, 2023, The ICSI Guidelines for Attire and Conduct of Company Secretaries, 2020, The Company Secretaries Benevolent Fund (CSBF)	Responding to Queries or tenders pertaining to Professional Work Display /Publicity of Services- website, visiting card Guidance on Scale of fees
4	Professional Ethics and Code of conduct	Cases through DC orders (moderate cases)
5 & 6	Group discussion on case studies (2 sessions) Topics where case studies are not available in the CLDP module shall be provided by the concerned Faculty	Atleast 6 case studies in one session covering 12 case studies in one-day comprising of two sessions. Suggested topics: SAST/PIT, ESG – Best Practices, Mergers/Restructuring/Insolvency, Oppression Mismanagement, ADR
7	Critical aspects of Companies Act	Important Sections, Latest Amendments
8	SEBI (LODR) -Case Studies	Case studies from SEBI orders/from informal guidance covering critical disclosures/compliances
9	ESG (BRSR)	BRSR Reporting through practical examples, Boards responsibility on BRSR, Integrating ESG into strategies, ethical practices-case studies
10	Pre certification of E forms and Annual Return preparation and certification of Form MGT 7 and Form MGT 8	Practical Aspects & provisions of the Companies Act Check-list & Importance of certification
11	CSR and Impact Assessment	Preparation of CSR Reports, impact assessment
12	Related Party Transactions and Loans,	Provisions with cases

Sl. No.	Content	Scope
	borrowings and investments with case studies	
13	Managerial Remuneration with case Studies - Companies Act & applicable SEBI Regulations	Provisions with cases, calculation, procedures
14	GST	Regulatory framework, Registration, concepts and compliances
15	Practical aspects of Direct Taxes	Basics of Income tax, Heads of Income, TDS Applicability & returns, Tax Audit & its applicability, Important Due dates under Income Tax, Returns of Individual, Partnership, HUF, Companies and LLPs.
16	Due-Diligence and Reporting	Types of Due Diligence & their difference Role to be played by the Company Secretaries in practice and in employment. Checklist for Bank Due-diligence / Legal Due-diligence Drafting of Reports

Part B – (13 sessions)
Topics Given at Sl. 1,2,3,4,5,6,7 & 8 are Mandatory
Choose Any 5 Topics Out of The Remaining Topics (from Sl No.9 to 19)

Sl. No.	Content	Scope
1	Art of Advocacy, Drafting, Pleading, Art of Representations, including presentation before Tribunals	Art of Advocacy Preparation for pleadings, Drafting of NCLT applications etc. Dress Code
2	Moot Court through case studies	NCLT Role play- Application may cover like application for oppression/Mismanagement
3	Mock Board Meeting (SS-1)	Board Meeting Role Play
4	Mock General Meetings (SS-2)	General Meeting Role play
5	Setting up of Practice	Practical aspects of Practice set-up by Company Secretaries. Basic Infrastructure Requirements Areas of Practice

Sl. No.	Content	Scope
6	Interview and CV writing	**Role play and Mock Interviews be conducted** Skills required for facing Interview Skills of Interviewing - an Introduction The 3Ps Prepare Practice Perform Structuring an Interview Inter Personal Communication Skills Questioning Skills Art of Listening Reading Body Language Giving Positive Nonverbal Messages Information Gathering & Sample Questions Interview Techniques and Role Play Tips on Conducting Panel Interviews Tips on Telephonic Interviews Closing Interviews Communication / Coaching / Feedback, Empathy, Teamwork
7	Business / Corporate Communication (email etiquettes)	**Business Writing** 7 C's of Business Writing What are the general mistakes committed in written communication? What is the tone, emphasis, subordination in business writing? Why usage of few pertinent words is important to make your communication persuasive or impactful Be able to distinguish between formal and informal expressions and further understand how to use the non- discriminatory language When to use the normalised words and concise words Overview of the difference between American and British English Get overview of when to use foreign expressions **E-mail Communication** How to decide on the subject heading How to greet the recipient, length of the e-mail and what is elevator summary How to conclude the mail or how to sign off the e-mail

Sl. No.	Content	Scope
		What is flaming and how it impacts the business relationship
		How to proofread the mail?
8	Presentation Skills and Influencing Skills	**Presentation Skills**
		Introduction and Icebreaker Expectation Mapping
		Context Setting for the Program Elements of Presentation
		Self, Content, Audience Managing Self Behavioural Gravitas, Appearance Audience Connect
		Audience Analysis, Eye contact techniques- F3, Delivery
		Managing Content Skills
		ABC Approach, Choosing Content, SIP process Building Logic in content
		Presenting Facts, Concepts, Procedure Slide Construct, KISS
		Managing Audience Skills
		Non-negotiable of Audience Management
		Answering Questions Using 3P
		Rapport Building – Language registers Presenting to Senior Management Advanced Techniques Skills
		Rhetorical Questions, Dramatic Contrasts Tripling, Machine Gunning, Build-ups,
		Knock-downs, Slide Construct, Animations Virtual Presenting Skills
		Presenting to a virtual audience, Technical skills
		Influencing Skills
		Introduction and Icebreaker Expectation Mapping
		Context Setting for the Program Influencing Skills
		What is influencing
		Why influencing skills are vital
		Elements of Influencing o Persuasion
		Communication
		Strategy
		Appearance
		Communication to Influence Skills Style Flexing Communication Styles
		Influencing Strategy Skills Networking

Sl. No.	Content	Scope
		People Connect Developing EQ Advanced Techniques Skills Some advanced PPT tricks and Tips Influencing Styles Presenting Remotely Skills Presenting to a virtual audience Technical skills
9	Personality Development and Professional Etiquettes	**Personality Development and various Etiquettes:** **Personality Development:** Believe in Yourself Create Your Own Personal Board of Advisors Be Extremely Patient Learn How to Sell Your Vision Connect the Dots along the Way Be Passionate with Your Pursuit Be Purposeful Focus on Building Momentum Always Make the Idea Better Make Work / Life Balance a Priority Build a Legacy around Your Idea **Dressing Etiquette** Dressing professionally can help in forming a positive impression to people you meet in the workplace. This is especially important for interviews and when you meet higher officials. Wear Neat, Clean & ironed dress which fits properly Professional & sober colour dress are preferred Hair should neatly be combed Shoe should be neatly polished Mild perfumes be used
10	Stress Management and Motivation	What is Stress & Nature of Stress Consequences of Stress Behavioural aspects of Stress Impact of Stress on Work performance Strategies of Stress Management Motivation Session with Success Stories of Great People
11	Leadership & Team Building	Leadership, Team Building, Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork

Sl. No.	Content	Scope
		Organizational Productivity - an overview Role of Leadership in enhancing productivity
		The Dynamics of Leadership Leadership Models & Styles
		Employee Motivation and Productivity
		Communication Skills
		Teamwork & Productivity
		Effectiveness of Teamwork Competence development
		Measuring Productivity and Performance Creative Problem Solving
		What techniques are used for situational analysis
		SWOT Analysis
12	Professional Behavior and Time Management	**Professional Behavior** Professional Appearance Reliability Ethical behavior Organised & Focused Accountability Professional language & Strong Communicator Separates personal and professional lives Positive attitude Emotional control Poised & Respectful of others **Importance of time Management** Motivational Stories and sharing on Time management
13	Dealing with Regulators & Networking Skills	How to deal with Regulators with practical examples Networking Skills
14 & 15	IT Skills (one day- two sessions)	Including MS-Office- MS-Excel, PPT, Google Forms, MIS, **MS-WORD** Screen and its Elements Creating a New Document & Using advanced formatting, such as styles and creating templates

Sl. No.	Content	Scope
		Collaborating on documents using whiteboards and tracking changes
		Page Layout
		Pictures & Graphics usage in Word Tables, using table of contents, footnotes,
		endnotes, and bibliographies
		Personalizing Communication using Mail Merge Proofing
		Creating forms using fields and advanced tools
		MS-EXCEL
		Auto calculator, Auto Correct & Auto Complete
		Use formulas and functions to perform calculations on data. Automate choices and data lookups using functions
		Better Drag-and-Drop Cell tips and Scroll Tips
		Number Formatting, Sum If, If Error, Count If, Index Match
		Templates and Template wizard Shared lists
		Conditional Formatting Sorting and Filtering
		Excel Charts, Graphs usgae, Pivot Tables, Macros, Data Validation
		Statistical Modelling, Forecasting and Prediction
		Big Data Analysis
		MS-POWERPOINT
		Pick a Theme
		Layout for Slides, Slide Designing (Header, Footer) Adding Text
		Create and edit Pictures, Animations, Clip Art, Graphs, Tables, Photographs, Charts, Media Clips & Videos
		PowerPoint Add-Ins
		Add transitions between slides Presenting slide show, Review & View Sharing presentation online
		Keep it straight and simple (KISS)
		Use the Slide, Notes and Handout Masters Manage Hyperlinks
		Applying Special Effects Printing of slides

Sl. No.	Content	Scope
		Management Information Systems (MIS) What is MIS Why MIS needed What is the significance of MIS Purpose of MIS activity Types of MIS Who requires MIS MIS analysis MIS Reporting Human or Artificial Intelligence (AI)
16	Mastering Negotiation Skills: Definitions, Benefits, and Examples	**Negotiation skills** are inherent qualities that help two or more parties agree to a common logical solution. In the workplace, you may have to display your negotiating skills in various situations. Benefits of Negotiation Skills Types of Negotiation Strategies Tips to Improve Negotiation Skills
17 & 18	Visit to NCLT/NCLAT/any other regulator	Endeavour to organise visit preferably to NCLT / NCLAT or any other Regulators and interactive session with the Bench Members or head of the office.
19	Debate Competition	On the topics to be allotted between the team

Dining and Greeting Etiquettes:

Etiquettes with Demonstration / to be performed Dining Etiquette
- Arrival/Sitting Down
- Table Setting
- Napkin
- Ordering And Being Served
- During The Meal / Different Eating Styles
    i. Chew with your mouth closed
    ii. Eat slowly and cut only a few small bites of your meal at a time
    iii. Keep your smartphone off the table and set to silent or vibrate
    iv. Never blow on the food
    v. Keep elbows off the table
    vi. Hold utensils correctly
    vii. Wash up and come to the table clean
    viii. Remember to use your napkin.
    ix. Wait until you Are done chewing to sip or swallow a drink
    x. Pace yourself with fellow diners
- When Finished

Greeting Etiquette
How to greet the higher officials
How to give a shake hand
How to address higher officials

Certificate No. _____

<div align="center">(Name of RO / Chapter)</div>

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15 DAYS CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)

Non-Residential / Residential mode TRAINING COMPLETION CERTIFICATE

</div>

This is to certify that Mr./Ms_____Student bearing Registration No. _____has attended and successfully completed the 15 Days CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP) Non-Residential / Residential mode from _____ to_____organized by the RO/Chapter/CCGRT_____of the Institute as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued at _____on_____

Programme Coordinator/RD/EO   Chairperson
(RO/Chapter/ CCGRT)   (RO/Chapter/ CCGRT)