

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

### **2.1 SHORT TERM TRAINING THROUGH OFFLINE MODE [Classroom (Non-Residential)/Residential] (Including TDOP, SIP, 15 days EDP, 30 days CLDP)**

#### **A. For Students**

##### **2.1.1 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.

##### **2.1.2 Selection of Students**

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

##### **2.1.3 Batch Size**

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

##### **2.1.4 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.)

##### **2.1.5 Attendance**

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

training shall be mandatory.

### **2.1.6 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.

### **2.1.7 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.

### **2.1.8 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.

### **2.1.9 Grievance**

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

### **2.1.10 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.

## **B. For Faculties/Trainers**

- i. Faculty Empanelment/ registration through the Stimulate portal of the Institute is mandatory for every faculty interested in taking classes/sessions in Short Term Training Programmes of the Institute at various Offices of the Institute.
- ii. Any change in Clause 2.1 (B) of the Guidelines shall require the unanimous approval of the Council Members.
- iii. **Faculty for training programmes upto Executive Programme (till Executive Development Programme):**
  - a. Preferably academicians, soft skill trainers and experts having qualification, viz- ACS/FCS/MBA/M Com/M.A (Eco)/ LLB/ LLM/ Member of any other professional Institution, with 5 years of post-qualification experience.
  - b. Members of the Central Council/Regional Council/Managing Committee of Chapters may be engaged as faculty for Executive Development Programme (EDP), subject to fulfilment of the prescribed eligibility criteria.

**iv. For training programmes to be undergone after Professional Programme (for Corporate Leadership Development Programme):**

- a. Preferably academicians, soft skill trainers and experts having qualification, Viz- - ACS/FCS/MBA/LLB/LLM/ PHD/ Member of any other professional Institution, with 15 years post qualification experience.
- b. In case of a faculty who possesses 'CS qualification' in addition to other qualifications [even if such member is not in practice/employment of CS Profession], he/she shall be qualified to be a faculty for CLDP, only if he/she has a post qualification experience of 15 years 'as a Company Secretary'.
- c. With respect to the faculty who are Members of the Institute, only those Members who are 'not' part of the Central Council/ Regional Council/Managing Committee of Chapters shall be engaged as faculty. Members of the Institute who propose to stand for the elections of the Central Council/Regional Council and the Managing Committee of Chapters; and their Relatives/Partners shall not be invited to serve as faculty for CLDP.
- d. A Declaration of Interest, placed at **Annexure 2.1** to be obtained from the faculties, affirming their compliance with the prescribed eligibility criteria, for serving as faculty in the CLDP
- e. A faculty engaged for EDP shall not be repeated for CLDP and vice-versa.
- f. The faculty of CLDP Phase-I & CLDP Phase-II shall not be repeated, and no faculty shall have more than one session in any phase.
- g. Inaugural/Valedictory session shall be held for both CLDP Phase I and CLDP II. For such Inaugural and Valedictory session, the Chairman of the respective Region/Chapter, Secretary of the respective Region/Chapter, Chairman of the Committee in Charge of CLDP [if any] and Central Council Members of the respective Region, may be engaged. However, the speaking slot shall not in any case be more than 3 minutes per person. The Maximum duration of the inaugural/valedictory session shall not exceed one hour, including the address by the Chief Guest, if any.
- h. No faculty shall distribute gifts, calendars, chocolates, diaries etc., to the participants or to any faculties or Members of the Central Council/Regional Council/Managing Committee of Chapters, nor engage in any promotional activity during any Short-Term Training Programme.

**2.2 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 the student on Stimulate portal.
- b) Post approval, the student shall receive an email of approval. The email shall contain link of LMS user manual. The LMS user manual shall contain the details of LMS login id, password and batch link. The student 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 from the 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 be inactivated. 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 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.

# **6 30 DAYS CORPORATE LEADERSHIP DEVELOPMENT PROGRAMME (CLDP)**

The 30 Days CLDP is divided into CLDP Phase I and Phase II, i.e. 15 days non-residential in classroom mode and 15 days residential in classroom mode.

## **Objective for both CLDP PHASE I & II**

- 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 guide students on leadership/management centric learning, by encouraging participative mode of learning rather than traditional speaker centric lectures
- v. To enhance employability of the participants by imparting tool-based training on the core areas of CS profession

## **6.1 CLDP PHASE I - 15 DAYS CLDP IN CLASSROOM MODE (NON-RESIDENTIAL)**

### **6.1.1 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 CLDP Phase I.

Completion of CLDP Phase I is a pre-requisite to undergo 15 days CLDP Phase II.

### **6.1.2 Duration of the Programme**

The duration of CLDP Phase I is 15 days to be conducted through Classroom sessions in Non Residential mode. The concerned offices are mandated to conduct regular CLDP so that no student is deprived of the opportunity to attend this programme.

### **6.1.3 Mode of Delivery**

CLDP Phase I is to be attended by the students at concerned offices of ICSI or as decided from time to time.

### **6.1.5 Training Venues**

The following concerned offices of ICSI can conduct CLDP Phase I

1. Regional Offices
2. Diamond Grade Chapters
3. Platinum & Gold Grade Chapters (on an approval basis, subject to stringent parameters)

### **6.1.5 Fees**

A fees of Rs.10,000/- for CLDP Phase I (which includes charges for refreshment & lunch, Stationery items /CLDP kit) is to be paid by the student through Stimulate Portal unless otherwise 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.

### **6.1.6 Sessions and Programme 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.

### **6.1.7 Best Group Award**

On the 1<sup>st</sup> day of the CLDP, the Programme coordinator shall make the groups of not more than 4 participants and shall assign a topic to each group (tentatively from the list of topics given in the CLDP course). Each group shall be required to give a presentation on the last day in front of the faculty. A senior Company Secretary with not less than 15 years post qualification experience may be invited to act as faculty. The faculty will give marks to each group out of maximum 10 marks considering the performance, communication skills, command over English language, content of the subject etc of the participants of each group. While presenting, participants of the group are not allowed to use any reading materials/papers. Based on overall marks secured in the presentation, Best Group shall be announced and certificates shall be given to all the participants of the Best Group. There shall be only one Group selected as the Best Group from amongst all the groups. If same highest points are obtained by more than one group, then they shall be declared as joint winners.

### **6.1.8 Format of Completion Certificate**

A format of Completion Certificate of CLDP Phase I is placed as **Annexure 6.1**.

### **6.1.9 Course Content**

The detailed content of CLDP Phase I is placed as **Annexure 6.2**

## **6.2 CLDP PHASE II- 15 DAYS CLDP IN CLASSROOM MODE (RESIDENTIAL)**

### **6.2.1 Eligibility Criteria**

A student on obtaining Completion certificate for CLDP Phase I becomes eligible to undergo CLDP Phase II.

### **6.2.2 Duration of the Programme**

The duration of CLDP Phase II in Classroom mode is 15 days through Residential mode. The concerned offices are mandated to conduct regular CLDP so that no student is deprived of the opportunity to attend this programme.

### **6.2.3 Mode of Delivery**

CLDP Phase II is to be attended by the students at concerned offices of ICSI or as decided from time to time.

### **6.2.4 Training Venues**

The following concerned offices of ICSI can conduct CLDP Phase II:-

1. CCGRTs
2. ICSI Headquarters at Noida

### **6.2.5 Fees**

A fees of Rs. 20,000/- for CLDP Phase II (which includes charges of stay and meals, Stationery items/CLDP kit) is to be paid by the student through Stimulate Portal unless otherwise 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.

### **6.2.6 Sessions and Programme 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.

### **6.2.7 Best Group Award**

On the 1<sup>st</sup> day of the CLDP, the CLDP coordinator shall make the groups of not more than 4 participants and shall assign a topic to each group (tentatively from the list of topics given in the CLDP course). Each group shall be required to give a presentation in front of the faculty. A senior Company Secretary with not less than 15 years post qualification experience may be invited to act as faculty. The faculty will give marks to each group out of maximum 10 marks considering the performance, communication skills, command over English language, content of the subject etc of the participants of each group. While presenting, participants of the group are not allowed to use any reading materials/papers. Based on overall marks secured in the presentation, Best Group shall be announced and certificates shall be given to all the participants of the Best Group. There shall be only one Group selected as the Best Group from amongst all the groups. If same highest points are obtained by more than one group, then they shall be declared as joint winners.

### **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. **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.

- ii. 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
- iii. Total of (i) & (ii) 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 Format of Completion Certificate**

A format of Completion Certificate of CLDP Phase II is placed as **Annexure 6.3**.

### **6.2.10 Course Content**

The detailed content of CLDP Phase II is placed as **Annexure 6.4**

## **6.3 30 DAYS CLDP THROUGH AN ALTERNATIVE METHOD**

The 30 days CLDP through an alternative method shall be offered through the following options:

**Option 1 :-** In case a student has not started any CLDP training on or before 11<sup>th</sup> March, 2025, he/she will be given the following options for completing the 30 days CLDP :-

- 30 days CLDP through LMS mode (any time anywhere basis)
- OR**
- CLDP Phase I with the existing applicable fees and
- CLDP Phase II after completing CLDP Phase I with the existing applicable fees

**Option 2 :-** In case a student has completed or is undergoing 15 days CLDP through LMS / Webinar mode on or before 11<sup>th</sup> March, 2025, he/she will be given the following options for completing the 15 days CLDP :-

- 15 days CLDP through LMS mode (any time anywhere basis in lieu of CLDP Phase II)
- OR**
- 15 days CLDP through Classroom Mode by attending Weekend Classes
- OR**
- CLDP Phase II with the existing applicable fees

### **6.3.1 30 DAYS ONLINE CLDP**



#### **6.3.1.1 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

#### **6.3.1.2 Eligibility Criteria**

1. A Professional pass student who has been granted full Exemption under the New Training Structure  
**OR**
2. Any student who has passed Professional Programme Examination 5 years prior to the date of application (i.e. 5 years should have lapsed from the date of declaration of result to the date of application) for undergoing CLDP and has completed his Short and Long-Term Trainings under the New Training Structure.

#### **6.3.1.3 Mode of Delivery**

The 30 Days online CLDP is to be offered through the Learning Management System (LMS) mode.

#### **6.3.1.4 Fees**

A fees of Rs. 50,000/- for 30 Days Online CLDP is to be paid by the students through Stimulate portal or as prescribed from time to time.

#### **6.3.1.5 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 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 20% of the fees for extension which is for another 180 days. If during this period of extension also, if 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.
- ii. No transfer is allowed between 30 days CLDP (in Online mode) and CLDP (through CLDP Phase I & CLDP Phase II). Still in case due to any exceptional issue being faced by the student, the student wishes to change from 30 days CLDP (in Online mode) to CLDP (through CLDP Phase I & CLDP Phase II) 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.

- iii. In case the student wishes to cancel his 30 days CLDP (in Online mode) within 5 days of approval of fees but before starting of his training classes, then the fees would be refunded with 5% deduction in the total fees.

#### **6.3.1.6 Session-Wise Evaluation of performance of students through Assessment**

Each session of Online CLDP shall be followed by an assessment of 20 MCQs. Clearing/passing of assessment is mandatory for progressing to the next new session. Student shall have to secure at least 50% marks to pass the assessment. Three attempts (with a gap of 24 Hrs 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 (180 days from the activation/access date for Online CLDP as mentioned above) to access Online CLDP on LMS has elapsed.

If Online CLDP is not completed within 360 days (i.e even after the extension period) as specified above, then all the records of that student (content view/assessment) would be erased from the LMS and the student shall have to re-apply for Online CLDP afresh after paying the requisite fees again.

#### **6.3.1.7 Project Report**

A student while undergoing 21 months 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 (**Annexure 5.7**). The student who have got long term training exemption shall not be required to submit project report.

#### **6.3.1.8 Format of Completion Certificate**

A format of Completion Certificate of 30 days CLDP in Online Mode is placed at **Annexure 6.5**.

#### **6.3.1.9 Course Content**

The detailed content of 30 days CLDP in Online Mode is placed as **Annexure 6.6**.

### **6.3.2 15 DAYS CLDP THROUGH LMS (any time anywhere basis) in lieu of CLDP Phase II -15 days CLDP in Classroom mode (Residential)**

#### **6.3.2.1 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 provide students leadership/management centric learning, by encouraging participative mode

of learning rather than traditional speaker centric lectures.

#### **6.3.2.2 Eligibility Criteria**

1. A Professional pass student who has been granted full exemption under the New Training Structure

**OR**

2. Any student who has passed Professional Programme Examination 5 years prior to the date of application (i.e., 5 years should have lapsed from the date of declaration of result to the date of application) for undergoing CLDP and has completed his Short and Long-Term Trainings under the New Training Structure.

**AND**

3. The student has already completed/ undergoing/registered for 15 Days Online CLDP (as on 11<sup>th</sup> March, 2025) through Webinar Mode or LMS.

#### **6.3.2.3 Mode of Delivery**

The 15 Days online CLDP (in lieu of CLDP Phase II) is to be offered through the Learning Management System (LMS) mode.

#### **6.3.2.4 Fees**

A fees of Rs. 30,000/- for 15 Days Online CLDP (LMS) is to be paid by the students through Stimulate portal or as prescribed from time to time

#### **6.3.2.5 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 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 20% of the fees for extension which is for another 180 days. If during this period of extension also, if 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.
- ii. No transfer is allowed between E CLDP (through LMS Portal) (in lieu of CLDP Phase II), CLDP (through Weekend Classes) and CLDP Phase II. Still in case due to any exceptional issue being faced by the student, he wishes to change between any of the 3 modes listed above, 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.
- iii. In case the student wishes to cancel his 15 days CLDP (in Online mode) within 5 days of approval of fees but before starting of his training classes, then the fees would be refunded with 5% deduction in the total fees

#### **6.3.2.6 Session-Wise Evaluation of performance of students through Assessment**

Each session of Online CLDP shall be followed by an assessment of 20 MCQs. Clearing/passing of assessment is mandatory for progressing to the next new session. 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 (180 days from the activation/access date for Online CLDP as mentioned above) to access Online CLDP on LMS

has elapsed.

If Online CLDP is not completed within 360 days (i.e even after the extension period) as specified above, then all the records of that student (content view/assessment) would be erased from the LMS and the student shall have to re-apply for Online CLDP afresh after paying the requisite fees again.

#### **6.3.2.7 Project Report**

A student while undergoing 21 months 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 (**Annexure 5.7**). The student who have got long term training exemption shall not be required to submit project report.

#### **6.3.2.8 Format of Completion Certificate**

A format of Completion Certificate of 15 days CLDP through Online mode (in lieu of CLDP Phase II) is placed at **Annexure 6.7**.

#### **6.3.2.9 Course Content**

The detailed content of 15 days CLDP in Online Mode (in lieu of CLDP Phase II) is placed as **Part 2 of Annexure 6.6**.

### **6.3.3 15 DAYS CLDP THROUGH WEEKEND CLASSES [in lieu of CLDP Phase II - 15 days Classroom CLDP (Residential)]**

#### **6.3.3.1 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

#### **6.3.3.2 Eligibility Criteria**

1. A Professional pass student who has been granted full Exemption under the New Training Structure

**OR**

2. Any student who has passed Professional Programme Examination 5 years prior to the date of application (i.e., 5 years should have lapsed from the date of declaration of result to the date of application) for undergoing CLDP and has completed his Short and Long-Term Trainings under the New Training Structure.

**AND**

3. The student has already completed/ undergoing/registered for 15 Days Online CLDP (as on 11<sup>th</sup> March, 2025) through Webinar Mode or LMS.

#### **6.3.3.3 Duration of the Program**

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

#### **6.3.3.4 Mode of Delivery**

- 1) The 15 Days classroom CLDP through weekend classes (in lieu of CLDP Phase II) is to be attended by the students at concerned offices of ICSI or as decided from time to time.
- 2) The weekend classes be held on Weekends i.e., Saturdays & Sundays (except when Saturday/Sunday is a Gazetted Holiday).
- 3) The classes should be completed within 10 weekends of the Start Date. They may or may not be held on continuous weekends.
- 4) In addition to this option, the student shall have the existing option of attending CLDP Phase II with the existing applicable fees.

#### **6.3.3.5 Batch Size**

Ideally a training batch shall comprise of a maximum of 50 and minimum of 10 students.

#### **6.3.3.6 Training Venues**

1. Regional Offices
2. CCGRTs

#### **6.3.3.7 Fees**

A fees of Rs. 30,000/- (which includes charges for refreshment & lunch, Stationery items /CLDP kit) for 15 Days CLDP through weekend classes mode is to be paid by the students through Stimulate portal or as prescribed from time to time. However, the programme has to be conducted on self-sustained basis.

In case there is a 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 5% deduction in the total fees paid.

#### **6.3.3.8 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.

### 6.3.3.9 Modalities of completion of Training:

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

- i. No transfer is allowed between E CLDP (through LMS Portal) (in lieu of CLDP Phase II), CLDP (through Weekend Classes) and CLDP Phase II. Still in case due to any exceptional issue being faced by the student, he wishes to change between any of the 3 modes listed above, 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.

### 6.3.3.10 Best Group Award

On the 1<sup>st</sup> day of the CLDP, the CLDP coordinator shall make the groups of not more than 4 participants and shall assign a topic to each group (tentatively from the list of topics given in the CLDP course). Each group shall be required to give a presentation in front of the faculty. A senior Company Secretary with not less than 15 years post qualification experience may be invited to act as faculty. The faculty will give marks to each group out of maximum 10 marks considering the performance, communication skills, command over English language, content of the subject etc of the participants of each group. While presenting, participants of the group are not allowed to use any reading materials/papers. Based on overall marks secured in the presentation, a Best Group shall be announced and certificates shall be given to all the participants of the Best Group. There shall be only one Group selected as the Best Group from amongst all the groups. If same highest points are obtained by more than one group, then they shall be declared as joint winners.

### 6.3.3.11 Best Participant Award

In order to encourage greater interest and participation, a best participant award (i.e., one memento+ certificate), certificate for 1<sup>st</sup> runner-up & 2<sup>nd</sup> 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. **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.
- ii. 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
- iii. Total of (i) & (ii) 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.

#### **6.3.3.12 Format of Completion Certificate**

A format of Completion Certificate of 15 Days CLDP through Weekend Classes is placed as **Annexure 6.8.**

#### **6.3.3.13 Course Content**

The content of CLDP Phase II would be applicable to 15 days CLDP through Weekend Classes also.

# ANNEXURES

## Annexure 2.1

### DECLARATION OF INTEREST (FOR CLDP FACULTY)

(Pursuant to clause 2.1 (B) of the ICSI Student Training Guidelines, 2024)

I, \_\_\_\_\_, S/o \_\_\_\_\_ / \_\_\_\_\_ D/o \_\_\_\_\_  
\_\_\_\_\_ residing \_\_\_\_\_ at \_\_\_\_\_  
do hereby express my intention to be empaneled as a faculty for Corporate Leadership Development Programme (CLDP) conducted by \_\_\_\_\_ [CCGRT /Regional Office/ Chapter] of the Institute of Company Secretaries of India (“hereinafter referred to as the Institute”).

I do solemnly declare and affirm as under: **[Tick (✓) Appropriate Box for 1 below]**

- |  |  |
|--|--|
| <input type="checkbox"/> That I am a Member of the Institute of Company Secretaries of India bearing Membership No. ....; AND<br>That I <i>am not</i> a Member of the Central Council/Regional Council/Managing Committee of any Chapters of the Institute; AND/OR not contesting in the forthcoming elections of the Institute, for the Central Council/ Regional Council/ Managing Committee of Chapter. | <input type="checkbox"/> I am not a Member of the Institute of Company Secretaries of India. |
|--|--|
- That none of my ‘**relative[s]**’ and/or **partner[s]** shall be contesting in the forthcoming elections of the Institute, for the Central Council/ Regional Council/ Managing Committee of Chapters.
- That I possess the requisite academic qualifications and professional experience prescribed under Clause 2.1 (B) of the ICSI Student Training Guidelines, 2024. [*refer Note 3 below*]
- That I hereby undertake not to indulge in, facilitate, or promote any form of canvassing, promotional activity or enticement—whether directly or indirectly—during or in connection with the training sessions, including but not limited to, distribution of gifts, chocolates, diaries, calendars or any such items to the participants, students, members or Members of the Central Council/Regional Council/Managing Committee of Chapters.
- I, hereby declare that the above statements are true and correct to the best of my knowledge and belief; And that any false, incorrect/misleading statement or concealment of facts shall amount to misconduct and render me liable to legal and/or disciplinary action under the Company Secretaries Act, 1980 or the Regulations made thereunder or any Guidelines issued by the Council, *as may be applicable*, and further shall *inter-alia* result in rejection of



my Nomination(s) for contesting election(s) of the Institute, for the Central Council/ Regional Council/ Managing Committee of Chapters.

Name [.....]

Signature [.....]

Date [.....]

Place [.....]

**Note:**

1. Relative shall mean and include Father [including Father-in-law] Mother [including Mother-in-law], Spouse, Brother, Sister, Son [including Son-in-law], Daughter [[including Daughter-in-law].
2. Partner shall mean and include partners of the declarant in any partnership firm/LLP. For the purpose of the above declaration, the term 'partner' shall include director of an entity where the declarant is a director.
3. Reference of Cl. 2 Part B.....]

**2.1[B] For Faculties/Trainers**

- i. Faculty Empanelment/ registration through the Stimulate portal of the Institute is *mandatory* for every faculty interested in taking classes/sessions in Short Term Training Programmes of the Institute at various Offices of the Institute.
- ii. Any change in section 2.1 (B) of the Guidelines shall require the *unanimous approval* of the Council Members.
- iii. Faculty for training programmes upto Executive Programme (till Executive Development Programme):**
  - a. Preferably academicians, soft skill trainers and experts having qualification, viz- ACS/FCS/MBA/M Com/M.A (Eco)/ LLB/ LLM/ Member of any other professional Institution, with 5 years of post-qualification experience.
  - b. Members of the *Central Council/Regional Council/Managing Committee of Chapters* may also be invited as faculty subject to fulfilment of the eligibility criteria prescribed above.
- iv. For training programmes to be undergone after Professional Programme (for Corporate Leadership Development Programme):**
  - a. Preferably academicians, soft skill trainers and experts having qualification, Viz- - ACS/FCS/MBA/LLB/LLM/ PHD/ Member of any other professional Institution, with 15 years post qualification experience.

- b. In case of a faculty who possesses 'CS qualification' in addition to other qualifications [even if such member is not in practice/employment of CS Profession], he/she shall be qualified to be a faculty for CLDP, only if he/she has a post qualification experience of 15 years 'as a Company Secretary'.
- c. Members of the Institute *who are 'not' part of the Central Council/Regional Council/Managing Committee of Chapters shall be engaged as faculty.*
- d. *Members of the Institute who propose to stand for the elections of the Central Council/Regional Council and the Managing Committee of Chapters; and their Relatives/Partners shall not be invited to serve as faculty for CLDP.*
- e. A Declaration of Interest, placed at **Annexure A** to be obtained from the faculties, affirming their compliance with the prescribed eligibility criteria, for serving as faculty in CLDP. The offices concerned of the Institute shall ensure that such Declarations are shared within a period of 7 days from the receipt thereto to the Directorate of Law.
- f. A faculty engaged for EDP shall not be repeated for CLDP and *vice-versa*.
- g. Inaugural/Valedictory session shall be held for both CLDP Phase I and CLDP Phase II. For such Inaugural and Valedictory session, the Chairman of the respective Region/Chapter, Secretary of the respective Region/Chapter, Chairman of the Committee in Charge of CLDP [if any] and Central Council Members of the respective Region, may be engaged. However, the speaking slot shall not in any case be more than 3 minutes per person. The Maximum duration of the inaugural/valedictory session shall not exceed one hour, including the address by the Chief Guest, if any.
- h. No faculty shall distribute gifts/ calendars/ chocolates/ diaries etc. to the participants or to any faculties or to the Members of the Central Council/Regional Council/Managing Committee of Chapters, nor engage in any promotional activities during any Short Term Training Programme.

Certificate No. \_\_\_\_\_

(Name of RO / Chapter)

**CLDP Phase I  
TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms \_\_\_\_\_ Student bearing Registration No. \_\_\_\_\_ has attended and successfully completed the CLDP Phase I- 15 Days Corporate Leadership Development Programme (CLDP) in Non-Residential mode from \_\_\_\_\_ to \_\_\_\_\_ organized by the RO/Chapter \_\_\_\_\_ 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  
(RO/Chapter)

Chairperson  
(RO/Chapter)

## Syllabus and modalities pertaining to CLDP Phase I

15 DAYS NON-RESIDENTIAL (PHYSICAL CLDP)  
(CONTENTS AND SCOPE)

<b>Priority 1 (Mandatory)</b>	Inaugural – 1 Hour Mandatory Topics – 24 sessions Presentation by participants – 1 session Valedictory – 1 Hour <b>(Total 25 sessions of 3(three) Hours each)</b>
<b>Priority 2 (Optional)</b>	Total 5 sessions of 3 (three) hours each from the optional topics given in priority 2

## PRIORITY 1(MANDATORY)

Sl. No	Name of the Session	Scope
	Inaugural session	One Hour
1.	Art of reading Companies Act, 2013 and basic Charter Documents like MOA & AOA	<ul style="list-style-type: none"> <li>Principles of Company Law and its day-to-day applications (Eg Doctrine of Indoor Management, Constructive Notice).</li> <li>Understanding Charter Documents such MOA &amp; AOA, shareholder agreement with case laws</li> <li>Important Definitions- with examples and case Laws.</li> <li>Art of Interpretation and reading sections with delegated legislation.</li> <li>Critical Sections of Companies Act on Management and operations of the company.</li> </ul>
2.	Governance framework of Companies	<ul style="list-style-type: none"> <li>Governance Principles, Interpersonal relationship in the Board, Chairman, KMP, Independent Directors, Nominee Directors, Committees</li> <li>Criticality in selection of independent Directors</li> <li>Manner of expressing different views, being firm on certain aspects</li> <li>How to prove that one has acted in good faith, with due care and diligence in discharging responsibilities of Directors.</li> <li>Proxy Advisors &amp; their role.</li> </ul>
3.	Related Party Transactions & Loans, borrowings and	<ul style="list-style-type: none"> <li>Provisions with cases for listed and unlisted companies</li> <li>Accounting Standards relating to Related Party Transactions</li> </ul>

Sl. No	Name of the Session	Scope
	investments with case studies	
4.	Reading and Interpretation of Financial Statements (Balance Sheets, Profit & Loss Account)	<ul style="list-style-type: none"> <li>Balance Sheet Analysis, reading, Importance of Ratio analysis, Trend analysis, comparative statements, Adjusted statements etc.</li> <li>Relevance of CS signing financial statements</li> <li>Interpretation of Audit Report &amp; Notes to accounts.</li> <li>CARO 2020</li> <li>Drafting responses to the qualifications in Audit report.</li> <li>Introduction of Accounting Standards &amp; IndAS with special reference to AS 18/IndAS 24</li> <li>Cost Audit Rules</li> </ul>
5.	Manner of conducting Secretarial Audit and Auditing Standards issued by ICSI	<ul style="list-style-type: none"> <li>CSAS 1 to CSAS 4</li> <li>Their relevance in Misconduct cases, with examples, importance of audit trails, relevance of Management representation letter.</li> <li>Scope, preparation, drafting, auditing standards, techniques, due diligence, risk assessment etc.</li> </ul>
6.	SEBI (LODR)	<ul style="list-style-type: none"> <li>Case studies from SEBI orders/from informal guidance covering critical disclosures/compliances</li> <li>Time Based and Event Based Compliances</li> <li>Applicability and critical provisions for Equity, High Value Debt Listed Entities/Compliances with respect to issue of ADR/GDR</li> <li>Specific emphasis to regulations 29-31, 34</li> <li>Time based and event based disclosures</li> <li>KMP related provisions</li> <li>Prior Intimations to Stock Exchanges</li> <li>Disclosure of Material Events/Information/Agreements</li> <li>Submission of Holding of specified securities and shareholding pattern to Stock Exchanges</li> <li>Preparation and submission/publication of Annual Report</li> <li>Drafting and submission of Scheme of Arrangement</li> </ul>
7.	Raising of Capital and SEBI (ICDR)	<ul style="list-style-type: none"> <li>Relevant provisions of Companies Act, 2013 and rules made thereunder Private Placement / Preferential Allotment etc.</li> <li>Initial Public Offer by Small and Medium Enterprises</li> <li>Pricing of frequently traded shares</li> <li>Pricing in preferential issue of shares of companies having stressed assets</li> <li>Optional pricing in preferential issue</li> <li>Raising of Capital through Non-convertible Debentures</li> <li>KMP related provisions</li> <li>Important provisions of ICDR</li> </ul>

Sl. No	Name of the Session	Scope
		<ul style="list-style-type: none"> <li>Case studies</li> </ul>
8.	CSR and Impact Assessment	<ul style="list-style-type: none"> <li>Preparation of CSR Reports</li> <li>Impact assessment</li> </ul>
9.	ESG (BRSR)	<ul style="list-style-type: none"> <li>BRSR Reporting through practical examples</li> <li>Boards responsibility on BRSR</li> <li>Integrating ESG into strategies</li> <li>Ethical practices-case studies</li> <li>Drafting BRSR</li> <li>Assurance on BRSR</li> <li>ICSI Guiding Principles on Stewardship</li> </ul>
10.	GST	<ul style="list-style-type: none"> <li>Regulatory framework</li> <li>Registration</li> <li>Concepts and compliances</li> <li>Litigation under GST</li> </ul>
11.	Annual/ recurring Filings with different regulators by Companies-An over view	<ul style="list-style-type: none"> <li>Annual and other filings under Companies Act, SEBI Regulations, etc.</li> <li>Compliance Calendar</li> </ul>
12.	Team Building exercise through Management Games	<ul style="list-style-type: none"> <li>Management Games to be conducted by the faculty for Team Building exercise such as SWOT Analysis Game, Shark Tank Pitch, Two truths, one lie, One word exercise, Common thread, Your first idea (indicative) etc.</li> <li>To be conducted on 6<sup>th</sup> or 7<sup>th</sup> Day</li> </ul>
13.	POSH	<ul style="list-style-type: none"> <li>What is harassment?</li> <li>What is not harassment?</li> <li>Cases</li> <li>Need &amp; Importance of POSH Committees, its Constitution, Complaint filing and Enquiry process</li> <li>Final order</li> <li>Annual Compliances</li> </ul>
14.	Foreign Investment and FDI reporting and Compounding of offences, Condonation of delay, Adjudication of penalties under the Companies Act and FEMA	<ul style="list-style-type: none"> <li>FDI Routes in India</li> <li>FDI Policy</li> <li>Regulatory Framework for FDI in India</li> <li>Through Case Studies</li> <li>ECB</li> <li>ODI</li> <li>Concept and Difference between Compounding / Condonation and Adjudication.</li> <li>Review of recent adjudication orders.</li> <li>Procedures &amp; process to be followed under Companies Act and FEMA</li> </ul>

Sl. No	Name of the Session	Scope
		<ul style="list-style-type: none"> <li>• Important Sections where heavy penalties / fines are imposed</li> <li>• Offenses where compounding is not possible with special emphasis on non-compoundable offences</li> </ul>
15.	A session on Professional Opportunities	<ul style="list-style-type: none"> <li>• Recognition and Opportunities of Company Secretaries including International Opportunities</li> <li>• Opportunities for CS in BFSI sector, IFSCA</li> <li>• Opportunities for CS in Internal Audit</li> <li>• Opportunities for CS in Valuation</li> <li>• International Courses which offer exemptions to CS examination</li> </ul>
16.	Setting up of practice	<ul style="list-style-type: none"> <li>• Practical aspects of Practice set-up by Company Secretaries.</li> <li>• Dos and Don'ts for PCS</li> <li>• Basic Infrastructure Requirements Areas of Practice</li> </ul>
17.	Professional ethics, Code of conduct and understanding guidelines for CS in employment & in practice along with other ICSI guidelines	<ul style="list-style-type: none"> <li>• Professional Misconduct under CS Act, 1980 and CS Regulations, 1982 from the perspective of members in practice and employment</li> <li>• The ICSI Management and Development of Company Secretaries in Practice(PCS) Guidelines, 2023</li> <li>• The ICSI Unique Document Identification Number (UDIN) Guidelines, 2019</li> <li>• The ICSI Employee Company Secretaries Identification Number (ECSIN) Guidelines, 2019</li> <li>• The ICSI Continuous Professional Education (CPE) Guidelines, 2019</li> <li>• The ICSI Management and Development of Company Secretaries in Practice(PCS) Guidelines, 2023</li> <li>• The ICSI Guidelines for Attire and Conduct of Company Secretaries, 2020</li> <li>• The Company Secretaries Benevolent Fund (CSBF)</li> </ul>
18.	Cyber security, social media, AI, Machine tools etc	<ul style="list-style-type: none"> <li>• Need &amp; Importance of Cyber Security, AI, Machine tools.</li> <li>• Social Media presence and protection.</li> <li>• Aspects impacting CS in employment and in practice are to be covered</li> <li>• Restrictions in handling information which may be treated as UPSI</li> <li>• Usage of Software(s)/AI Tools for Board Meetings</li> </ul>
19.	Practical aspects of Direct Taxes	<ul style="list-style-type: none"> <li>• Tax Audits and critical aspects of taxation in corporate decisions.</li> <li>• Appearance before Income Tax Authorities including ITAT</li> </ul>

Sl. No	Name of the Session	Scope
20.	Corporate Restructuring	<ul style="list-style-type: none"> <li>• Practical aspects of buy-back/delisting/reduction of capital</li> <li>• Filing merger petitions and practical processes</li> <li>• Drafting Scheme of Mergers &amp; Acquisitions</li> <li>• Different meetings processes under M&amp;A</li> </ul>
21.	SEBI SAST and Prohibition of Insider Trading Regulations	<ul style="list-style-type: none"> <li>• Important provisions of SEBI (SAST) Regulations, 2011</li> <li>• Provisions relating to Open Offer</li> <li>• Obligations under SEBI (SAST) Regulations relating to all Stakeholders</li> <li>• Disclosures stipulated</li> <li>• Precise particulars of SEBI (PIT) Regulations, 2015</li> <li>• What is meant by Unpublished Price Sensitive Information (UPSI)</li> <li>• Role of Compliance Officer</li> <li>• Who is Insider?</li> <li>• Provisions relating to Closure of Trading Window</li> <li>• Trading when-in possession of Unpublished Price Sensitive Information (UPSI)</li> <li>• Disclosure of Trading by Insiders</li> <li>• Requirement of Code of Conduct &amp; mechanism for the prevention of Insider Trading</li> <li>• Brief decided case laws &amp; Orders passed by SEBI/SAT.</li> </ul>
22.	Practical Aspects of IPR	<ul style="list-style-type: none"> <li>• Trademarks</li> <li>• Copyrights</li> <li>• Patents</li> <li>• Geographical Indications</li> </ul>
23.	Case Study on IPO Journey	<ul style="list-style-type: none"> <li>• IPO journey should be put across by giving due diligence exercise and the finality of the same through the Offer documents.</li> </ul>
24.	Practice under IBC	<ul style="list-style-type: none"> <li>• Initiation of corporate insolvency resolution process (CIRP)</li> <li>• Application for Initiation of CIRP</li> <li>• Initiation of CIRP by corporate applicant</li> <li>• Nuances of COC meetings</li> <li>• Voluntary liquidation of corporate persons</li> </ul>
25.	Presentation by participants	<ul style="list-style-type: none"> <li>• Presentation by the participants on the given topics</li> <li>• The CLDP coordinator shall make the groups of not more than 4 participants and shall assign the topics to each group on 1<sup>st</sup> Day after the sessions from the list of topics for subject related presentation.</li> <li>• The presentation should be organized on 14<sup>th</sup> Day.</li> </ul>



Sl. No	Name of the Session	Scope
	Valedictory Session	<ul style="list-style-type: none"> <li>One Hour Valedictory session</li> </ul>

### PRIORITY -2 (OPTIONAL)

Sl. No	Name of the Session	Scope
1.	Competition Law	<ul style="list-style-type: none"> <li>Important provisions of the Competition Act and its applicability.</li> <li>Competition Commission of India &amp; its functions.</li> <li>Case Laws on anti-competitive practices</li> <li>Application to/appearance before CCI and NCLAT</li> </ul>
2.	Law relating to CPC, Bharatiya Nyaya Sanhita, 2023, Bharatiya Nagarik Suraksha Sanhita, 2023 and Bharatiya Sakshya Adhiniyam, 2023	<ul style="list-style-type: none"> <li>Offences impacting the Company Secretaries</li> <li>Procedure relevant in Cases against the companies</li> <li>Important principle of Evidences</li> </ul>
3.	Art of Advocacy, Drafting, Pleading, Art of Representations, including representation before Tribunals	<ul style="list-style-type: none"> <li>Art of Advocacy</li> <li>Preparation for pleadings</li> <li>Drafting of MOA</li> <li>Drafting of NCLT applications</li> <li>Dress Code for appearing</li> </ul>
4.	Societies Trusts NGOs, Social Stock Exchange & Social Audit	<ul style="list-style-type: none"> <li>Registration, compliances</li> <li>Concept &amp; Importance of Social Stock Exchange</li> <li>Concept of Social Impact Assessment, Eligibility, Process &amp; Audit Tools and Reporting</li> </ul>
5.	MSMEs & Start ups	<ul style="list-style-type: none"> <li>Registration, Compliances, Legal provisions, subsidies etc.</li> </ul>
6.	Stamp Duty Laws	<ul style="list-style-type: none"> <li>Importance of Stamp Duty laws</li> <li>State &amp; Centre matters and its differentiation</li> <li>Major Documents and its duty chart</li> <li>Applicability of Stamp duty under Companies Act</li> <li>Adjudication of stamp duty and process to be followed.</li> <li>Role of Company Secretary</li> <li>Evidential value of unstamped document</li> </ul>
7.	Opportunities under Maritime Laws	<ul style="list-style-type: none"> <li>Laws relating to Seas</li> <li>International Maritime Organization (IMO) compliances and Maritime Regulations</li> <li>Maritime Dispute Regulations</li> <li>Shipping Finance</li> </ul>

## **Suggested Topics for Subject related Presentation (Indicative Only)**

1. Creation, Registration, and Satisfaction of Charges under the Companies Act
2. Company Accounts and Auditors – Broad over view
3. Role of SME Exchanges in Promoting MSME Development OR MSME Listing procedure
4. Organizational Culture & Change Management
5. Anti-Competitive Agreements/Abuse of Dominate Position/ Combination under Competition Law
6. Institutional placement
7. Segregation of Chairman/Managing Director
8. Leasing & Hire Purchase & Acquisition
9. Management of Non-Performing Assets
10. Opportunities under Goods and Service tax
11. Promotion, Incorporation and Administration of a Company
12. Borrowing, lending, investments & contracts.
13. Scope and area of practice for Company Secretaries
14. Merchant Bankers in public issues.
15. Loan Documentation- problems & procedures
16. Credit rating and Evaluation Procedure
17. Capital Budgeting
18. Project Finance
19. Formulation and Implementation of Personnel Policy in the organisation
20. External Commercial Borrowing-procedures & issues
21. Buy-back of shares.
22. Circular Economy Models in Strategic Planning
23. WACC and its impact on Firm's Valuation
24. Financial Ratio Analysis of a Sector
25. Impact on cost of capital and investor perception
26. Lifting of Corporate Veil: Judicial Trends and Statutory Provisions
27. Legal Implications of Incorporation Contracts and Pre-incorporation Agreements
28. Private Placement and Preferential Allotment: A Legal and Regulatory Analysis
29. Internal Audit and its role in strengthening Corporate Governance: Select Case Studies of Indian and Foreign Companies.
30. Facilitation of trade in environmental goods
31. Artificial Intelligence and Intellectual Property: Ownership and Liability Issues.
32. Valuation of IP Assets in Merger & Acquisition
33. Intellectual Property Audits: Evaluating and Managing IP Assets for Businesses
34. Computation of ALP under Transfer Pricing mechanism
35. Appeals and Revision under Direct Tax Laws
36. Role & Responsibilities of Direct Selling Entities
37. Role & Responsibilities of E-Commerce Entities
38. Measuring the Social Return on Investment (SROI) of CSR Projects
39. Impact Assessment of Health-Related CSR Initiatives
40. Impact Assessment of CSR in Education and Skill Development
41. Framework for Measuring the Effectiveness of CSR Impact Assessment Tools
42. Secretarial Standards SS-1 and SS-2: Compliance Challenges and Best Practices
43. Key Managerial Personnel (KMP): Roles, Responsibilities, and Remuneration
44. Current scenario of Corporate Social Responsibility (CSR) with respect to Sustainability and Governance
45. Legal Mandates, CSR Committees, Eligible Activities, and the Growing Role of CSR in ESG and Sustainable Development

46. Evaluating the Effectiveness of CSR Spending under Section 135 of the Companies Act, 2013
47. Impact Assessment of Corporate Social Responsibility (CSR) Projects on Rural Development
48. Assessment of CSR in Environmental Sustainability and Climate Action
49. Equity Valuation of a Listed Company
50. Regulation of Combination

Certificate No. \_\_\_\_\_

(Name of CCGRT/ RO / Chapter)

**CLDP Phase II  
TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms\_\_\_\_\_Student bearing Registration No. \_\_\_\_\_has attended and successfully completed the CLDP Phase II- 15 Days Corporate Leadership Development Programme (CLDP) in Residential mode from \_\_\_\_\_to \_\_\_\_\_organized by CCGRT\_\_\_\_\_of the Institute as per the Company Secretaries Regulations, 1982 (as amended from time to time)

Given and issued at \_\_\_\_\_on\_\_\_\_\_

Programme Coordinator  
(CCGRT)

HOD  
(CCGRT)

## Syllabus and modalities pertaining to CLDP Phase II

**15 DAYS RESIDENTIAL (PHYSICAL CLDP)****Structure of CLDP II – an Overview**

<b>Priority 1 (Mandatory)</b>	Inaugural – 1 Hour Mandatory Topics including presentation by students – 28 sessions Valedictory – 1 Hour <b>(Total 28 sessions of 3(three) Hours each)</b>
<b>Priority 2 (Optional)</b>	Total 2 sessions of 3 (three) hours each from the optional topics given in priority 2

<b>Priority I (Mandatory) (Total sessions -28 sessions)</b>			
	Inaugural	1 Hour	Inaugural session
1.	Management and Team building Sessions (1 <sup>st</sup> Day Sessions)	2 sessions	Team Building - 1 session Time Management - 1 session
2.	Personality Development, Professional Etiquette, Professional Ethics along with Behavioural skills (2 <sup>nd</sup> and 3 <sup>rd</sup> Day sessions)	4 sessions	Personality Development and Professional Etiquettes - 2 sessions Professional Ethics and Conflict Management and Ethical Dilemmas - 2 sessions
3.	Leadership Development and Crisis Management (4 <sup>th</sup> Day sessions)	2 sessions	Leadership Development through activities/role play - 1 session Crisis Management through situations – 1 session
4.	Advanced IT tools and techniques (5 <sup>th</sup> Day sessions)	2 sessions	Advanced IT Tools and Techniques – 2 sessions
5.	Public Speaking, Presentation and Negotiation skills – I (6 <sup>th</sup> Day session)	1 session	Presentation Skills and Influencing Skills – 1 session
6.	Professional Representation Skills – I (6 <sup>th</sup> Day session. To be conducted well in advance before commencing the part – II of this topic)	1 session	Practical Aspects of NCLT/NCLAT/Court Proceedings (Rules and Procedure) for making participants ready for Moot Court/NCLT/NCLAT – 1 session
7.	Board Dynamics – I (7 <sup>th</sup> Day session. To be conducted well in advance before commencing the part – II of this topic)	1 session	Practical aspects of How to conduct Board Meetings (Annual Board Meeting/Pre-AGM Board Meeting) and related aspects for making participants ready for Board Meeting Role Play – 1 session

Priority I (Mandatory) (Total sessions -28 sessions)			
8.	Interpretation Skills and Opinion Writing (To be conducted on a same day preferably by same faculty)	2 sessions	Reading, understanding and Interpreting Statutes, Rules and Regulations– 1 session
			Art of Opinion Writing – 1 session (Topic for opinion writing should be given in this session. The participants should submit the written opinion on given topic by 13 <sup>th</sup> Day of CLDP. The coordinator shall email the pdf copy of opinions submitted by participants to the faculty for evaluations and broad comments. On receiving these comments, the coordinator should share the comments with the students concerned)
9.	Networking and Multi-disciplinary Partnership (MDP) and creation of Mega Firms – Enablers	1 session	Networking, Relationship Building, techniques of Liaisoning with Government Offices, Regulatory Bodies and Other Professionals along with Multi-disciplinary Partnership and creation of Mega Firms – Enablers – 1 session
10.	Evolving as a successful CS – Opportunities and Challenges	1 session	Evolving as a successful CS – Opportunities and Challenges – 1 session
11.	Public Speaking, Presentation and Negotiation skills – II	2 sessions	Group Discussions - 1 session
			Mastering Negotiation Skills: Definitions, Benefits, and Examples (Alternate Dispute Resolutions) - 1 session
12.	Professional Representation Skills – II	3 sessions	Moot Court/NCLT/NCLAT Proceedings - 3 sessions
13.	Board Dynamics – II	1 sessions	Board Meeting (Annual Board Meeting/Pre-AGM Board Meeting) - Board Simulations (Mock Board Meetings) – 1 session
14.	General Meeting Simulations	1 session	Annual General Meeting Role Play – Practical Work shop – 1 session
15.	International Opportunities for Company Secretaries	1 session	Benchmarking, MoUs, Associations and International Opportunities for CS Professionals – 1 session
16.	Public Speaking, Presentation and Negotiation skills – III (To be conducted after 10 <sup>th</sup> Day of CLDP)	1 session	Book Reading/Newspaper editorials and presentation of Synopsis - 1 sessions (The choice of Book/ Newspaper editorials should be kept as flexible)
17.	Presentation Skills subject related	2 sessions	Presentation on any topic related to the profession - 2 sessions

<b>Priority I (Mandatory) (Total sessions -28 sessions)</b>			
	<i>(Presentation by Students. To be conducted on 14<sup>th</sup> Day of CLDP)</i>		(Topic to be assigned on 1 <sup>st</sup> Day from the list of topics)
	Valedictory	1 Hour	Valedictory session

<b>Priority 2(Optional) (4 sessions) (Choose one from these sessions)</b>			
1	Case Study on Corporate Restructuring	2 sessions	Case Study on Mergers and Amalgamations
2	Case Study on Capital Market (Primary and Secondary Market)	2 sessions	Case Study of Capital Market

### **Important Instructions**

1. The CLDP coordinator shall ensure that the same management game should not be repeated in a CLDP.
2. The management games referred to in this document are indicative only and faculty may choose or introduce a different management game as per the suitability for the programme.
3. The CLDP coordinator shall make the groups of not more than 4 participants and shall assign the topics to each group on 1<sup>st</sup> Day after the sessions from the list of topics for subject related presentation.
4. The CLDP coordinator shall assign the Books/News Paper editorial to each participant on 1<sup>st</sup> Day after the sessions. The choice of Book/News Paper editorial may be kept flexible, at the choice of student also in consultation with CLDP coordinator.
5. The topics for the group discussion may be given on the same day of that session.

## CLDP PHASE 2 SCHEME OF SESSIONS WITH INDICATIVE METHODOLOGIES

Yoga, Meditation, Physical activities including aerobics, walkathon etc.	Every day Morning
<b>PRIORITY 1 (MANDATORY) (28 SESSIONS)</b>	

**1. Management and Team Building Skills (2 Sessions)**  
(consisting of Team Building -1 session and Time management 1 session)  
(1<sup>st</sup> Day Sessions)

**Team Building (3 Hours) (1 Session)**

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
To inculcate the habit of working in a team, working on collaborative tasks resulting in improved communication.	<p>To include sessions and interactions covering Problem-Solving Activities with a common objective through team by assigning roles; Building relationships by evaluating and sharing perspectives on team dynamics</p> <p>Identifying and conducting group activities involving every participant in different leading team building activities by corporates and management institutions such as Back to Back Drawing, Escape Room challenge,</p>	<p>Experienced professionals from senior management from corporates dealing with organizational development, HR, leadership.</p> <p>Senior faculties from premier management institutions</p>	Faculty should facilitate team building games and evaluate and guide to work as team.	Students should be able to understand the importance of behavioral pattern while working in a team, understanding the strength of co-team members, art of achieving a common objective as a team, importance of quick and clear communication in right time.	<p>Faculty should facilitate various team building games and areas of improvement-40%</p> <p>Students involvement in group activities -60%</p> <p>It can be done through an introductory remark by faculty 20%</p> <p>Participation in activity 60%</p> <p>Conclusion and takeaways by faculty: 20%</p>



	build the tallest tower, common factor ice breaker etc.					
Time Management (3 Hours) (1 Session)						
Objective	Scope/Coverage	Faculty sets	Skill	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
To imbibe the concept of multi-tasking within a given time, art of prioritising tasks, planning and execution of tasks in organised manner	Understanding of Importance of time Management through Motivational Stories sharing on Time management; examples of corporate deadlines and time constraints  Management games such as the Blind Polygon, the Mayo Jar etc	Corporate trainers/ communication experts seasoned on time management; HR experts from corporates.		Faculty should teach the criticality of time management in personal and professional life through videos, leading time management games	Students should be able to understand the importance of time management especially while doing multitasking.	Faculty moderation introductory and co ordination and evaluation of time management activities being organised for students : 40%  Students participation in time management activities : 60%  It can be done through an introductory remark by faculty : 20%  Participation in activity : 60%  Conclusion and takeaways by faculty: 20%

**2. Personality Development, Professional Etiquette, Professional Ethics along with Behavioral skills (4 sessions)**  
 (consisting of Personality Development and Professional Etiquettes - 2 sessions and Professional Ethics and Conflict Management and Ethical Dilemmas - 2 sessions)  
 (2<sup>nd</sup> and 3<sup>rd</sup> Day sessions)

**Personality Development and Professional Etiquettes (6 Hours) (2 sessions)**

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
<p>To provide the students essential personality traits and behavioural skills enhancing their professional presence and self-confidence across diverse settings such as corporate meetings and Board rooms</p> <p>To provide the students professional excellence by sensitising about the workplace behavior standards, meeting protocols, digital communication norms, and leadership etiquettes.</p>	<p>To include a session on Personality Development from the perspective of office, board &amp; in-house meetings, travel, social, mobile, press conferences, seminars &amp; email, building Rapport and trust, Social intelligence, Self Believe, Creation of Own Personal Board of Advisors, Extreme Patience, Learning how to Sell Your Vision, Connecting the Dots along the Way, Be Passionate with Your Pursuit, Be Purposeful, Focus on Building Momentum, Making the Idea Better, Making Work / Life Balance a Priority, Building a Legacy around Your Idea and including demonstrations on dress code, grooming routines, posture and also arrange Mirror talk, positive affirmations.</p> <p>To include a session on</p>	<p>The faculty should possess a Professional Qualification such as CS/LLB/CMA/CA/MBA from reputed institution/Ph.d in Management/Senior Govt. Official etc. with Experience holding a position in Multinational Companies / Big Indian Corporates.</p> <p>Preference may be given to Corporate Trainers</p>	<p>Conducting the session by engaging the participants, inspiring confidence and composure, developing of Emotional Intelligence, building legacy thinking with work-life balance, imparting the professional etiquettes skills, cover dressing etiquettes, including skill development and imparting application based knowledge through case laws and real life examples</p>	<p>Students should get professionalism, confidence, trust building skills, the attitude of appropriate workplace behaviour, Digital Etiquettes, knowledge on importance of Body Language, leadership skills, composure, and ethical behavior understanding the importance of professional excellence</p>	<p>Faculty guidance on Personality Development and Professional Etiquettes session and conducting activities : 60%</p> <p>Participation of students in the activities : 40%</p>

	<p>Professional Etiquettes with a focus on Workplace behaviour, Meeting and social protocols, Digital Etiquettes, Leadership and Board etiquettes</p> <p>To include a session Dressing Etiquette with a focus on Dressing professionally and forming a positive impression to people you meet in the workplace, the importance of Wearing Neat, Clean &amp; ironed dress which fits properly, colour choices preferred for Professionals, sober Hair styles, neatly polished shoes, usage of Mild perfumes etc.</p>					
Professional Ethics and Conflict Management and Ethical Dilemmas (6 Hours) (2 sessions						
Objective	Scope/Coverage	Faculty sets	Skill	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
To provide the students the knowledge of professional ethics, core principles in diverse professional scenarios, Skills of conflict management and ability of dealing with Ethical	To include a session on Professional Ethics, Core Principles specific to Professional Areas, Differentiation between Ethics, compliance and governance, Ethical dilemmas in corporate, regulators, and	The faculty should possess a Professional Qualification such as CS/ LLB/ CMA / CA/MBA from reputed institution/Ph.d in Management/ Senior Govt. Official etc.  Preference may be given to	Conducting the session with a focus on Enhancement of Professional Ethics Skills and its relevance to corporates, explaining core principles specific to Company Secretary, Giving clear understanding of	Students should get clear understanding of professional ethics, Knowledge of core ethical principles, the clear understanding of Ethical	Faculty guidance on Professional Ethics and Conflict Management and Ethical Dilemmas session and conducting activities : 20%  Participation of	

Dilemmas situations	boardroom with examples of Ethical Dilemmas and How to Approach Ethical Dilemmas, Ethical decision making, Types of conflicts and ethical leadership and conflict management.  To include a session for imparting skills of Conflict management handling situations where they would be on the horns of dilemma through Case Studies. The situation may inter alia include regulatory compliance, shareholder disputes, and corporate governance challenges.	Company Secretaries/Other Professionals working for corporates	ethics, compliance, and governance, giving Illustration of ethical dilemmas, Covering ethical decision-making frameworks, covering strategies for ethical leadership and conflict management and discussing various types of conflicts commonly faced by Company Secretaries	Dilemmas and able to resolve these dilemmas, Type of conflict, the strength of ethical leadership and conflict Management	students in the activities : 70% - real life scenario and ethical decision making.  Conclusion: 10%
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### 3. Leadership Development and Crisis Management (2 sessions)

(consisting of Leadership Development - 1 session and Crisis Management through situations – 1 session) (4<sup>th</sup> Day sessions)

#### Leadership Development (3 Hours) (1 sessions)

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)

			<b>freedom to decide)</b>		
To enhance leadership, communication, and decision-making skills while fostering emotional intelligence and teamwork. It prepares individuals for higher responsibilities and promotes organizational growth and effectiveness.	To include Session including meaningful activities and short video clips: Sharing the objectives, outline & code of conduct expected from participants Enhancing Productivity in Office through Leadership Development, Organizational Productivity - an overview Role of Leadership in enhancing productivity The Dynamics of Leadership Models & Styles Employee Motivation and Productivity Communication Skills Effectiveness of Teamwork Competence development Measuring Productivity and Performance Creative Problem Solving What techniques are used for situational analysis SWOT Analysis Ethical leadership.	Individuals with proven leadership or managerial experience in corporate, academic, or organizational settings. Professionals from HR or training backgrounds who understand organizational behavior, employee engagement, and people management.	Deep understanding of leadership theories, models, and practical applications.  Awareness of current trends in leadership, organizational behavior, and management practices.  Ability to link theory with real-world examples and case studies.  Ability to Inspire and Influence through Ice-Breakers and Team-Building Games, group activities , Leadership Games and Simulations such as The Leadership Compass” or “Survival Scenario Game.”  Participant-Centered Approach	Students should be able to develop Enhanced Leadership Skills, Improved Emotional Intelligence , Strategic and Critical Thinking and Better Team Performance and Collaboration	Faculty guidance on leadership examples : 20%  Participation of students in leadership activities : 60%  Conclusion with types of Leaders and use of the same in cases : 20%
<b>Crisis Management through situations (3 Hours) (1 session)</b>					
<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to</b>

			<b>and faculty should be given freedom to decide)</b>		<b>decide the flow of the session under this guidance)</b>
To provide the students the knowledge and skills to manage crisis effectively through preparedness and post-crisis evaluation for continuous improvement	To include a session covering the topics Introduction to Crisis Management, Preparedness for crisis management, Legal, Regulatory, and Compliance Considerations, Situation based issues like dealing as a leader during crisis, Stages of crisis management, Post-Crisis Evaluation and Learning	The faculty should possess a Professional Qualification such as CS/LLB/CMA /CA/MBA from reputed institution/Ph.d in Management/Senior Govt. Official etc.  Preference may be given to Company Secretaries/Other Professionals working for corporates	Conducting the session with a focus on explaining the fundamentals of crisis Management, Covering practical insights and real life examples, Guiding participants on developing preparedness plans, explaining the break down of the stages of crisis management, Organising post-crisis evaluation discussions and engaging students through scenario-based learning	Students should get clear understanding of the concept and importance of crisis management, ability to understand different stages of crisis management, the capability of anticipating potential crisis, be able to evaluate and analyze crisis responses post-event	Faculty guidance on Crisis Management session and conducting activities: 30%  Participation of students in the activities : 70%  Covering the situation like dealing with crisis for e.g. fire in factory, MD receiving an arrest warrant, a notice from labour department, setting up of factory abroad - through role play  Discuss the outcome and ideal behavior

**4. Advanced IT tools and techniques (2 Sessions)**  
**(consisting of Advanced IT Tools and Techniques - 2 sessions)**  
**(5<sup>th</sup> Day sessions)**

**IT Tools and Techniques (6 Hours) (2 sessions)**

<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>

To provide the students required Advanced skill set for usage of AI which can support in the role of a Company Secretary and increase the efficiency	To include a session covering the topics Advanced Skill development on documentation and documentation management through IT and AI, Using AI tools, AI Usage for CS	The faculty should be having an expertise of imparting IT related sessions with Experience in AI Tool training to Corporate executives and Professionals	Conducting the session with a focus on preparation and management of documents with the help of IT and AI, Introduction of AI tools beneficial for company secretary and usage of the AI tools	Students should get the Development of IT document management skills, hands-on training of IT and AI tools, Learning on usage of AI for enhancing productivity, accuracy, and decision-making, clear understanding of AI applications beneficial for Company Secretaries and Knowledge of integrating AI with traditional documentation processes	Faculty guidance on IT Tools and Techniques : 60%  Participation of students in the activities : 40%  Introducing AI tools useful for the CS profession and real life usage of the tools for getting the desired results within limited time.
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**5. Public Speaking, Presentation and Negotiation skills – I (1 session)**  
(consisting of Presentation Skills and Influencing Skills - 1 session)  
(6<sup>th</sup> Day session)

**Presentation Skills and Influencing Skills (3 Hours) (1 session)**

<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To improve communication skills, increase confidence level, to enhance public speaking skills and  To improve audience	Indicative topics:  Important aspects of giving power point presentations  Impromptu speeches  Speech about	Professional soft skill trainers, seasoned corporate trainers	Faculty should plan on the topic, guide students to choose the topic and guide on how to present the facts before audience. Guiding on	Enhanced confidence and positivity  overcoming stage fear  Making participants ready for different presentations	Faculty guidance : 10 %  Student Participation : 90 %

engagement skills	<p>what students have learnt in practical training</p> <p>Speech on any three life lessons learnt by them on any topic</p> <p>Speech on any person who inspired</p>		different styles of presentation.	CLDP and beyond including Group Discussions, subject related PPT, Moot Courts etc.	
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### 6. Professional Representation Skills – I (1 session)

[consisting of Practical Aspects of NCLT/NCLAT/Court Proceedings (Rules and Procedure) for making participants ready for Moot Court/NCLT/NCLAT Proceedings]

(6th Day session. To be conducted well in advance before commencing the part – II of this topic)

#### Practical Aspects of NCLT/NCLAT/Court Proceedings (Rules and Procedure) (3 Hours) (1 session)

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
To educate the students the practical aspects of Courts/NCLTs/ NCLATs procedures including drafting of petitions and court crafts etc.	Step by step NCLT/NCLAT/ Court procedure in a given situation; example merger petition, petition under section 241, Civil or Contractual disputes etc.	Senior Company Secretary practicing in NCLT	<p>To guide the students the practical aspects of Court/NCLT/ NCLAT procedures including drafting of petitions, court crafts etc.</p> <p>The topics/cases for the Moot Court/NCLT/NCLAT to be given by the faculty</p>	Students should be relatively familiar with Court/NCLT/ NCLAT rules and procedures.	<p>Student participation : 30%</p> <p>Faculty Guidance: 70%</p>

### 7. Board Dynamics – I (1 session)

[consisting of Practical aspects of How to conduct Board Meetings (Annual Board Meeting/Pre-AGM Board Meeting) and related aspects for making participants ready for Board Meeting Role Play – 1 session]

(7th Day session. To be conducted well in advance before commencing the part – II of this topic)

#### Practical aspects of How to conduct Board Meetings (Annual Board Meeting/Pre-AGM Board Meeting) (3 Hours) (1 session)



Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
To equip participants with practical knowledge of rules and procedure for conducting Board Meetings, its pre and post compliances and preparation of Annual Report.	<p>Pre-requisites for Board Meetings (Pre-AGM Board meeting/Annual Board Meeting)</p> <p>Essential aspects for conducting Board Meeting including guiding on important areas of disputes in Board Meetings</p> <p>Due diligences during the Board Meetings</p> <p>Latest AI and IT Tools used for Board Meetings</p> <p>Pre and Post Board Meetings compliances</p> <p>Preparation, Drafting and circulations of Agenda and Minutes How to prepare the Annual Report</p>	Senior Company Secretary	<p>Trainer should have deep knowledge of corporate laws, secretarial standards, and compliance requirements.</p> <p>Guide participants through step-by-step processes of conducting Board Meetings, ensuring compliances and preparation of Annual Report.</p> <p>Encourage discussions, Q&amp;A sessions, and scenario-based problem-solving exercises.</p> <p>Keep participants informed of recent amendments, regulatory changes, and industry best practices, practical challenges, live examples, applicable AI and IT Tools</p>	<p>The Students will gain a strong understanding of pre-requisites of Board Meetings, recent AI and IT Tools for Board Meetings, Pre and Post Meeting compliances and arrangements and preparation and circulation of Agenda and minutes.</p> <p>The students will also understand Board meeting related compliances and preparation of Annual Report.</p>	<p>Faculty Guidance : 70%</p> <p>Student Participation : 30%</p>

### 8. Interpretation Skills and Opinion Writing (2 sessions)

(consisting of Reading, understanding and Interpreting Statutes, Rules and Regulations – 1 session and Art of Opinion Writing – 1 session)

(To be conducted on a same day preferably by same faculty. Topic for opinion writing should be given in this session. The participants should submit the written opinion on given topic by 13<sup>th</sup> Day of CLDP. The coordinator shall email the pdf copy of opinions submitted by participants to the faculty for evaluations and broad comments. On receiving these comments, the coordinator should share the comments with the student concerned)

### Reading, understanding and Interpreting Statutes, Rules and Regulations (3 Hours) (1 session)

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty	Outcome	Guiding principles
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			<b>(The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>		<b>(These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To educate the students the role of legal interpretation in drafting well-reasoned opinions and develop the understanding of applications of laws to the practical situations	<p>Important principles of Interpretation of Corporate and Taxation Laws</p> <p>How to read laws including Companies Act, 2013 and rules made thereunder and SEBI Act and regulations</p> <p>Principles of applications of laws to Practical situations</p> <p>Case Studies and examples</p>	Senior Company Secretary	Covering Principles of Statutory Interpretations, methodology of reading the laws, application of laws to practical situations and real life examples	The students should be able to understand the application of Laws to practical situations	<p>Faculty Guidance : 80%</p> <p>Student Participation: 20%</p>
<p align="center"><b>Art of Opinion Writing (3 Hours) (1 sessions)</b></p> <p align="center">(Topic for opinion writing should be given in this session. The participants should submit the written opinion on given topic by 13<sup>th</sup> Day of CLDP)</p>					
<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To impart skills and techniques required to draft clear, concise, and well-reasoned legal opinions	<p>Art of writing advisory/opinion</p> <p>Critical aspects to be considered while writing opinion</p>	Senior Practising Company secretary /Senior Advocate	<p>The faculty should educate the students the Art of writing advisory/opinion and important aspects to be considered while writing opinion</p> <p>The faculty should give Topic</p>	Enhanced skills in understanding the situations and the application of law in a given situation and students should be able to write legal opinions	<p>Faculty Guidance: 50%</p> <p>Students Participation: 50%</p>

			for opinion writing in this session		
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### 9. Networking and Multi-disciplinary Partnership (MDP) and creation of Mega Firms – Enablers (1 session)

(consisting of Networking, Relationship Building, techniques of Liaisoning with Government Offices, Regulatory Bodies and Other Professionals along with Multi-disciplinary Partnership and creation of Mega Firms – Enablers – 1 session)

**Networking, Relationship Building, techniques of Liaisoning with Government Offices, Regulatory Bodies and Other Professionals along with Multi-disciplinary Partnership and creation of Mega Firms – Enablers – 1 session (3 Hours) (1 session)**

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
<p>To provide students with real-world insights and practical guidance on effective liaisoning with Ministries and Regulatory bodies</p> <p>To educate the students how multi-disciplinary partnerships are transforming Professional Service Landscape and</p>	<p>To include a session on networking and relationship building with regulators and other professionals, Basic understanding of regulatory environments and key government bodies, Learning how to interpret and respond to regulatory notices, develop communication skills for professional and transparent engagement with regulators, understand the importance of documentation,</p>	<p>The faculty should possess a Professional Qualification such as CS/LLB/CMA/CA/ MBA from reputed institution/Ph.d in Management/Senior Govt. Official etc.</p> <p>Preference may be given to the senior practicing professional undertaking professional assignments involving Networking, Relationship Building, liaisoning.</p>	<p>Conducting the session with conceptual clarity, focus on skill development, impart application based knowledge through case laws and real life examples</p> <p>To cover the regulatory aspects, structural and operational perspective, Risks and challenges and Global trends</p>	<p>Students should obtain good networking and liaisoning skills, develop understanding of regulatory environment, appropriate exposure of liaisoning with regulators, networking with professionals and able to apply ethical judgement in liaisoning and develop the ability to handle difficult situations.</p> <p>Students should understand the strategic importance of MDPs</p>	<p>Faculty guidance : 70%</p> <p>Participation of students in the activities : 30%</p>

Benefits of MDPs	record-keeping, learn strategies to manage regulatory inspections, inquiries, and follow-ups, explore ethical practices and risk mitigation in regulatory dealings, practical tips experience and exposure of corporate world and liasoning, dealing with Ministries & Regulators, Managing non-cooperation and Role plays, Case Studies and real life examples on Successful liasoning  Regulatory and Legal Aspects of MDPs  Structures of MDPs  Operational Aspects of MDPs  Risk and Challenges  Global Trends on MDPs				
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#### 10. Evolving as a successful CS – Opportunities and Challenges (1 session)

(consisting of Evolving as a successful CS – Opportunities and Challenges - 1 session)

#### Evolving as a successful CS – Opportunities and Challenges (3 Hours) (1 session)

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
To prepare the students to face the challenges in	How to be a successful Company Secretary	Senior Company Secretary	Guiding the students how to face the	The students should be confident to face the challenges	90% Faculty 10% Students

evolving as CS and apprising about the career opportunities	Career Opportunities  Real life situations and examples		challenges as CS and career opportunities	and be aware about the Career Opportunities	
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### 11. Public Speaking, Presentation and Negotiation skills – II (2 sessions)

[consisting of Group Discussions - 1 session and Mastering Negotiation Skills: Definitions, Benefits, and Examples (Alternate Dispute Resolutions) - 1 session]

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
<b>Group Discussions (3 Hours) (1 session)</b>					
To foster effective communication, effective listening, art of convincing, imbibe critical thinking	Group Discussion on Identified Landmark judgements Supreme Court, SEBI, SAT, NCLT, NCLAT etc and beyond under various legislations including Companies Act, SEBI Act, SCRA, Competition Law and other legislations and delegated legislations.  Indicative list of judgements may be provided to participants.	Senior Company Secretaries/Senior advocates with experience in representation/ Appearances	The Faculty may create group and allocate the orders/judgements and guide on indicative points of group discussions such as legal principles behind the judgement, ratio, Obiter etc and observe the quality of discussions, guide and evaluate.	Students should be able to: a. Participate and present their thought in the group b. Art of listening to others c. Improve the critical thinking process d. Get more clarity on legal concepts	Moderator will brief the manner and indicative topics of discussions and guide during discussions if necessary: 20%  Students will discuss 80% Group of 4-6 students may form a group. Conclusion by the moderator / faculty.
<b>Mastering Negotiation Skills: Definitions, Benefits, and Examples (Alternate Dispute Resolutions) (3 Hours) (1 session)</b>					
To sensitize the students the strategic advantages of negotiation in	To include a session on Important Definitions under Negotiation,	The faculty should possess a Professional Qualification such as	Conducting the session with Conceptual clarity, Imparting clear understanding of	Students should get improved negotiation and conflict	Faculty guidance on imparting Negotiation Skills session

resolving conflicts, building relationships, and achieving mutually beneficial outcomes during professional engagements.	Types of Negotiation, Negotiation skills and inherent qualities that help two or more parties agree to a common logical solution, Benefits of Negotiation, Types of Negotiation Strategies, Tips to Improve Negotiation Skills and Role Plays with the help of real life examples	CS/LLB/CMA/CA/MBA from reputed institution/Ph.d in Management/Senior Govt. Official etc.  Preference may be given to the professional having good exposure of Alternate Dispute Resolution processes	various type of negotiations, Giving Clear understanding of skill set required for negotiations with a Focus on Skill Development, Impart application based knowledge through case laws and real life examples	resolution skills, able to do the analysis of Negotiation outcomes, obtain the ability to apply skills to practical situations, develop strategic thinking and problem solving approach	and conducting activities : 60%  Participation of students in Negotiation activities : 40%
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## 12. Professional Representation Skills – II (3 sessions)

(consisting of Moot Court/NCLT/NCLAT Proceedings - 3 sessions)

### Moot Court/NCLT/NCLAT Proceedings (9 Hours) (3 sessions)

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)
Moot Court/ NCLT/NCLAT Proceedings through case studies	NCLT/NCLAT/ Court Role play- Applications/ Petitions may cover like application for oppression/ Mismanagement, Civil or Contractual disputes etc.  Moot Court	Senior Company Secretary in Practice/Practising Advocate	Assess clarity of argument and legal knowledge, Evaluate structure, reasoning, and citations, Judge presentation skills, team coordination, and professionalism. and provide constructive feedback to help students improve.	Students learn practical advocacy skills.  Exposure to courtroom/NCLT/NCLAT procedures and etiquette.  Development of research, reasoning, and public speaking abilities.	Facilitator/Moderator Participation: 10%  Student Participation: 90%  Students Participation shall include researchers role and presenting the case in a simulation model.

## 13. Board Dynamics – II (1 session)

(consisting of Board Meeting Role Play – Practical Work shop (Annual Board Meeting/Pre-AGM Board Meeting) - 1 sessions)

### Board Meeting (Annual Board Meeting/Pre-AGM Board Meeting) – Board Simulations (Mock Board

**Meetings) (3 Hours) (1 session)**

<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To enhance participants' strategic decision-making and executive presence in boardroom settings while familiarizing them with governance, compliance, and collaborative leadership practices. It provides hands-on experience through simulations, role-plays, and real board scenarios.	Board Room Dynamics through Board Meeting Role Play	CS, CEO, or directors with board experience, Faculty from business schools or any Corporate governance experts familiar with board protocols, regulations, and compliance.  Faculty to inform the participants about expectations of Board Members from CS during Board meeting.	Ability to simulate board scenarios realistically  Provide actionable insights on decision-making, communication, and strategy  Guide participants on protocol, etiquette, and corporate governance norms.  Facilitate interactive discussions, role-plays, and case studies.	Enhanced understanding of boardroom behavior and dynamics.  Improved executive decision-making and strategic thinking.  Greater confidence in handling board interactions and presenting ideas effectively.  Awareness of governance, compliance, and corporate ethics during board meetings.	Facilitator/Moderator Participation: 10%  Student Participation: 90%

**14. General Meeting Simulations (1 Session)**

(consisting of General Meetings Simulations in accordance with SS-2 – 1 session)

**General Meetings Simulations in accordance with SS-2 (3 Hours) (1 session)**

<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To equip participants	General Meetings	CS, CEO, or directors	Simulate realistic general	Participants gain	Facilitator/Moderator Participation: 10%

with practical skills to conduct and participate effectively in Annual General Meeting, ensuring compliance with legal and procedural requirements. It also aims to enhance communication, decision-making, and stakeholder management during such meetings.	Simulations in accordance with SS-2 through General Meeting Role play	with board experience, Faculty from business schools or any corporate governance experts familiar with board protocols, regulations, and compliance.	meeting scenarios.  Explain legal, procedural, and compliance aspects.  Guide participants on communication, stakeholder management, and resolution of queries.  Facilitate engagement through case studies and role-play exercises.	confidence in conducting and participating in general meetings.  Understanding of compliance, procedures, and stakeholder management.  Improved communication, negotiation, and decision-making skills in meetings.	Student Participation : 90%
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#### **15. International Opportunities for Company Secretaries (1 Session)**

(consisting of Benchmarking, MoUs, Associations and International Opportunities for CS Professionals – 1 session)

#### **Benchmarking, MoUs, Associations and International Opportunities for CS Professionals (3 Hours) (1 session)**

<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To understand the cross-border requirements and understand the scope of International opportunities	Benchmarking of ICSI Qualification  International MOUs  Association with International Organisations  International Opportunities for CS Professionals	Senior Company Secretary	To cover the recent Benchmarking, International associations, recognitions and opportunities, etc.	The student should know and understand the International recognitions and opportunities	Faculty Guidance : 80% Students Participation : 20%



	ICSI Overseas Presence				
	Opportunity to connect with experienced professionals, academicians, and global thought leaders through the ICSI International Conference and Middle East Conference.				

### **16. Public Speaking, Presentation and Negotiation skills – III (1 session)**

**(To be conducted after 10<sup>th</sup> Day of CLDP)**

(consisting of Book Reading/Newspaper editorials and presentation of Synopsis - 1 sessions)

(The choice of Book/ Newspaper editorials should be kept as flexible)

#### **Book Reading/Newspaper editorials and presentation of Synopsis (3 Hours) (1 sessions)**

<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To inculcate reading habit and to bring confidence and public speaking	To present a concise synopsis of the book along with key takeaways of the book decided at the commencement of Programme by the student	Professors of management institutions, leading colleges, public speaking coaches.	Guiding on manner of presenting before public/audience wherever required.	Should result in enhancement of public speaking skills,	Moderator 10% just for guidance and motivation.  Students participation 90%  The sessions will be required for presentation of synopsis in front of all participants and then conclusion by the Moderator.

### **17. Presentation Skills subject related (2 sessions)**

*(Presentation by Students. To be conducted on 14<sup>th</sup> Day of CLDP)*

(Consisting of Presentation on any topic related to the profession - 2 sessions)

(Topic to be assigned on 1<sup>st</sup> Day from the list of topics)

#### **Presentation on any topic related to the profession (6 Hours) (2 sessions)**

<b>Objective</b>	<b>Scope/Coverage</b>	<b>Faculty Skill sets</b>	<b>Expectations from Faculty (The examples mentioned below are just for guidance and faculty should be given freedom to decide)</b>	<b>Outcome</b>	<b>Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session under this guidance)</b>
To develop and enhance effective presentation skills by clearly communicating ideas on a profession-related topic. The goal is to improve clarity, confidence, audience engagement, and the ability to structure content logically while using visual aids and verbal techniques effectively.	<p>Presentation on identified topics related to the profession by the students.</p> <p>Topics may be identified already covered in the course curriculum.</p>	Senior Company Secretary	<p>Evaluate accuracy, relevance, and depth of understanding of the topic.</p> <p>Look for a logical flow: introduction, main points, conclusion, and smooth transitions.</p> <p>Observe eye contact, gestures, voice modulation, and overall audience interaction.</p> <p>Assess whether slides, charts, or props effectively support and enhance the message.</p> <p>Judge ability to respond accurately and confidently during Q&amp;A sessions.</p> <p>Consider language, tone, appearance, and overall demeanor.</p> <p>Provide suggestions to help the presenter improve future performance.</p> <p>Motivate presenters through positive reinforcement while noting areas for improvement.</p>	<p>The outcome of a presentation skills session is the overall enhancement of a student's professional communication and confidence.</p> <p>Participants develop the ability to organize and present content clearly, engage their audience effectively, and use visual aids to support their content. They gain deeper knowledge of their topic, improve their ability to handle questions, and strengthen their professional demeanor.</p> <p>Additionally, observing peers and receiving constructive feedback helps them identify strengths and areas for improvement, fostering continuous learning and skill development.</p>	<p>Facilitator/Moderator Participation: 10%</p> <p>Student Participation : 90%</p>

## PRIORITY 2(OPTIONAL)

### 1. Case Study on Corporate Restructuring (2 sessions) (consisting of Case Study on Mergers and Amalgamations – 2 sessions)

#### Case Study on Mergers and Amalgamations (6 Hours) (2 sessions)

Objective:	Scope/Coverage:	Faculty Skill sets:	Expectations from Faculty:	Outcome:	Guiding principles
To enable participants to understand the practical complexities, strategic rationale, and regulatory framework of mergers and amalgamations through analysis of real-life case studies.	Case Study on Mergers and Amalgamations through Live Case studies should be given for M&As	Senior Company Secretaries who have handled due diligence, valuations, and compliance during M&As.	To provide practical insights into real-world mergers and amalgamations, explaining strategic, financial, and regulatory aspects. They should guide participants in analyzing live case studies, encourage interactive discussions, and ensure that learning is outcome-oriented, enabling participants to apply the concepts effectively in corporate scenarios.	Students will gain practical understanding of M&A processes, strategic decision-making, and regulatory compliance through real-life case study analysis.	Facilitator/Moderator Participation: 60%  Student Participation:40%

### 2. Case Study on Capital Market (Primary and Secondary Market) (2 Sessions) (Consisting of Case Study on Capital Market – 2 Sessions)

#### Case Study on Capital Market (6 Hours) (2 Session)

Objective:	Scope/Coverage:	Faculty Skill sets:	Expectations from Faculty:	Outcome:	Guiding principles
To enable participants to understand the functioning, challenges, and regulatory framework of capital market through analysis of	Case Study on IPOs through Live Case Studies.  Case study on Insider Trading  Case Study on LODR compliances	Senior Practicing Company Secretary	To provide practical insights into Public offers, Insider Trading and Acquisitions & Takeovers.  Guide participants in analyzing live case studies,	will be able to analyze and evaluate real-world capital market scenarios, applying insights to decision-making and	Facilitator/Moderator Participation: 70% Student Participation:30%

real-life case studies.	Case Study on Acquisitions and Takeovers		fostering critical thinking and problem-solving skills.  Ensure interactive learning, linking theory with real-world capital market scenarios effectively.	strategic planning.	
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### Post Session events (Evening)

- Session on Personal Health and Well Being management by Doctors / Medical practitioners, psychologist to Sensitize and prepare the students about managing the professional demand and expectations while taking care of physical and mental health.
- Indoor Games
- Case Studies/Videos of eminent personalities like Jhansi ki Rani
- Case Studies/Videos of fighter spirit sportsperson/Killing instinct
- Movies teaching Team Building, Leadership, Social Values, Ethics, etc. like
  - Lagaan
  - Jolly LL.B 3
  - Lakshya
  - Movie that can teach how to serve with love

### Suggested Topics for Subject related Presentation (indicative only)

1. Exploring ESG Regulatory Mechanism and its Impact on ESG Performance of Corporate Sector
2. Compromise, Arrangement and Amalgamations
3. General Meetings and SS-2
4. Role of Directors & KMP in Corporate Governance
5. Board Composition and Powers of the Board
6. Meetings of Board and its Committees
7. Annual Report of Listed Entities
8. Declaration of Beneficial Interest/Significant Beneficial
9. Regulatory Framework and Governance of the Social Stock Exchange
10. Climate Justice & Environmental Laws
11. Insolvency & Bankruptcy-The players
12. Understanding Social Governance through examples
13. Labour Code- important facets
14. AI & Governance Professional
15. Fintech & Digital Currency
16. Role of CS in Trademark Law
17. Role of CS in RERA
18. Foreign Direct Investment, Foreign Trade Policy and Overseas Investment
19. A study on the Compliances and Analysis of the issues related to Insider Trading Regulations
20. Takeover Code – Disclosures and compliances
21. Preferential Allotment
22. Delisting of Equity Shares – Broad process
23. Initial Public Offer- entry requirements/pre-qualification
24. Compliances under Listing Obligations and Disclosure Requirements
25. Merchant Banker-Due Diligence

26. Compliance with disclosure relating to related party transactions
27. Practical disclosure in Annual Report
28. Secretarial Audit-Scope & Process and Its Significance in Corporate Compliance
29. Goods and Services Tax- Process and Implementation
30. Setting up Business in India
31. Financial Statements Analysis
32. Strategies of Risk Management
33. Dividend policies and its impact on Shareholders Wealth
34. Infrastructure Project Finance
35. Corporate Taxation Planning and Management
36. Alternative Dispute Resolution Procedures
37. IT and AI Tools for Company Secretaries
38. Prevention of Money laundering in corporates
39. Labour law Audit
40. Administrative machinery and Inspection, Inquiry and Investigation of companies.
41. Handling oppression and mismanagement cases
42. Acceptance of deposits and payment of interest thereon
43. Preparation/Drafting/Presentation of petitions before NCLT/NCLAT
44. Managerial Remuneration
45. Public Issues Management-problems and procedures
46. Public issues *via* Book Building
47. Derivatives and their role in the present World Economy
48. Raising Finance through ADRs and GDRs
49. Procedural aspects and case studies related to Intellectual Property Rights i.e. Trademarks, Patents and Copyrights
50. SEBI's Role in Investor Protection
51. Corporate Governance Norms for Listed Companies
52. Role of Market Infrastructure Institutions in Securities Market
53. CSR as a Strategic Tool
54. Role of Technology in Conducting Virtual General and Board Meetings
55. Voting Mechanisms in Corporate Meetings: E-Voting, Poll, and Postal Ballot
56. Investor Protection Mechanisms under Company Law
57. Role of the Company Secretary in Modern Corporate Governance
58. ESG Performance Analysis of Indian Companies
59. Climate Justice: Its Genesis, Growth and Prevailing Scenario
60. Cross-Border Intellectual Property Litigation: Jurisdictional Challenges and Solutions.
61. Challenges in Valuation of Intellectual Property Assets in Digital Era.
62. Growth Scenario of Geographical Indications in India
63. Intellectual Property and Startups: Strategies for Funding and Investor Relations
64. Assessment Procedure under Direct Taxes
65. Establishment of units in Special Economic Zone

Certificate No. \_\_\_\_\_

**30 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE  
(Online Mode, through Alternative Method)**

This is to certify that Mr./Ms \_\_\_\_\_ student bearing Registration No \_\_\_\_\_ has attended and successfully completed the 30 days Corporate Leadership Development Programme (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  
(Directorate of Training)

HoD  
(Directorate of Training)

**Course Content of 30 days Corporate Leadership Development Programme (CLDP)**

Applicability : Student after passing CS Professional and after completion of his 21 Months Practical Training (or got exemption from undergoing practical training) has to complete 30 Days CLDP. Student has to first complete 15 Days CLDP(Part-I) and then has to complete the CLDP(Part-II).

**15 Days CLDP (Part-I)****Each Topic Will Cover One Session of 3 Hours Duration**

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

<b>Sl No</b>	<b>Name of the Session</b>	<b>Scope</b>
6	Interpretation of Statutes	Principles, Rules of Interpretation; Delegated Legislation; procedural law, repugnancy, delegated legislation, 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   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



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

SI No	Name of the Session	Scope
24	FEMA	FDI/ODI/ECB Basic provisions and compliances/filings etc
25	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
26	RERA	Registration of Builder / Contractors / Real Estate owner / Agent / Project  Annual Compliances & Records to be maintained  Adjudication mechanism, penalty provisions & De-registration
27	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
28	Competition law	Important provisions of the Competition Act and its applicability.  Competition Commission of India & its functions.
29	Banking & Insurance	Concepts, regulatory framework, banking operations, Digital banking, relevant provisions of NI Act, Regulatory framework, compliances, stewardship aspects.
30	International trade and policy	WTO, foreign trade policy etc, DGFT, IE Code

**15 days Classroom Mode CLDP (Part-2)**

**Each Topic Will Cover One Session of 3 Hours Duration**

SI 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

SI No.	Content	Scope
3	The ICSI Unique Document Identification Number (UDIN) Guidelines, 2019, The ICSI Employee Company Secretaries Identification Number (ECSIN) Guidelines, 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)	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 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	Critical aspects of Companies Act	Important Sections, Latest Amendments
6	SEBI (LODR) – Case Studies	Case studies from SEBI orders/from informal guidance covering critical disclosures/compliances
7	ESG (BRSR)	BRSR Reporting through practical examples, Boards responsibility on BRSR, Integrating ESG into strategies, ethical practices-case studies
8	Precertification 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
9	CSR and Impact Assessment	Preparation of CSR Reports, impact assessment
10	Related Party Transactions and Loans, borrowings and investments with case studies	Provisions with cases
11	Managerial Remuneration with case Studies -	Provisions with cases, calculation, procedures

SI No.	Content	Scope
	Companies Act & applicable SEBI Regulations	
12	GST	Regulatory framework, Registration, concepts and compliances
13	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.
14	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
15	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
16	Moot Court through case studies	NCLT Role play- Application may cover like application for oppression/Mismanagement
17	Mock Board Meeting (SS-1)	Board Meeting Role Play
18	Mock General Meetings (SS-2)	General Meeting Role play
19	Setting up of Practice	Practical aspects of Practice set-up by Company Secretaries. Basic Infrastructure Requirements Areas of Practice
20	Presentation Skills and Influencing Skills	<b>Presentation Skills</b> <input type="checkbox"/> Introduction and Icebreaker <input type="checkbox"/> Expectation Mapping <input type="checkbox"/> Context Setting for the Program <input type="checkbox"/> Elements of Presentation o Self, Content, Audience <input type="checkbox"/> Managing Self Behavioural <input type="checkbox"/> Gravitas, Appearance <input type="checkbox"/> Audience Connect o Audience Analysis, Eye contact techniques- F3, Delivery <input type="checkbox"/> Managing Content Skills

SI No.	Content	Scope
		<ul style="list-style-type: none"> <li><input type="checkbox"/> ABC Approach, Choosing Content, SIP process</li> <li><input type="checkbox"/> Building Logic in content</li> <li><input type="checkbox"/> Presenting Facts, Concepts, Procedure</li> <li><input type="checkbox"/> Slide Construct, KISS</li> <li><input type="checkbox"/> Managing Audience Skills</li> <li><input type="checkbox"/> Non-negotiable of Audience Management</li> <li><input type="checkbox"/> Answering Questions Using 3P</li> <li><input type="checkbox"/> Rapport Building – Language registers</li> <li><input type="checkbox"/> Presenting to Senior Management</li> <li><input type="checkbox"/> Advanced Techniques Skills</li> <li><input type="checkbox"/> Rhetorical Questions, Dramatic Contrasts</li> <li><input type="checkbox"/> Tripling, Machine Gunning, Build-ups, Knock-downs, Slide Construct, Animations</li> <li><input type="checkbox"/> Virtual Presenting Skills</li> <li><input type="checkbox"/> Presenting to a virtual audience, Technical skills</li> </ul> <p><b>Influencing Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction and Icebreaker</li> <li><input type="checkbox"/> Expectation Mapping</li> <li><input type="checkbox"/> Context Setting for the Program</li> <li><input type="checkbox"/> Influencing Skills</li> <li><input type="checkbox"/> What is influencing</li> <li><input type="checkbox"/> Why influencing skills are vital</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elements of Influencing <ul style="list-style-type: none"> <li>o Persuasion</li> <li>o Communication</li> <li>o Strategy</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appearance</li> <li><input type="checkbox"/> Communication to Influence Skills</li> <li><input type="checkbox"/> Style Flexing</li> <li><input type="checkbox"/> Communication Styles</li> <li><input type="checkbox"/> Influencing Strategy Skills</li> <li><input type="checkbox"/> Networking</li> <li><input type="checkbox"/> People Connect</li> <li><input type="checkbox"/> Developing EQ</li> <li><input type="checkbox"/> Advanced Techniques Skills</li> <li><input type="checkbox"/> Some advanced PPT tricks and Tips</li> <li><input type="checkbox"/> Influencing Styles</li> <li><input type="checkbox"/> Presenting Remotely Skills</li> <li><input type="checkbox"/> Presenting to a virtual audience</li> <li><input type="checkbox"/> Technical skills</li> </ul>
21	Personality Development and Professional Etiquettes	<p><b>Personality Development and various Etiquettes:</b></p> <p><b>Personality Development:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Believe in Yourself</li> </ul>

SI No.	Content	Scope
		<input type="checkbox"/> Create Your Own Personal Board of Advisors <input type="checkbox"/> Be Extremely Patient <input type="checkbox"/> Learn How to Sell Your Vision <input type="checkbox"/> Connect the Dots along the Way <input type="checkbox"/> Be Passionate with Your Pursuit <input type="checkbox"/> Be Purposeful <input type="checkbox"/> Focus on Building Momentum <input type="checkbox"/> Always Make the Idea Better <input type="checkbox"/> Make Work / Life Balance a Priority <input type="checkbox"/> Build a Legacy around Your Idea  <b>Dressing Etiquette</b> 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. <input type="checkbox"/> Wear Neat, Clean & ironed dress which fits properly <input type="checkbox"/> Professional & sober colour dress are preferred <input type="checkbox"/> Hair should neatly be combed <input type="checkbox"/> Shoe should be neatly polished <input type="checkbox"/> Mild perfumes be used
22	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
23	Leadership & Team Building	Leadership, Team Building, Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork  <input type="checkbox"/> Organizational Productivity - an overview <input type="checkbox"/> Role of Leadership in enhancing productivity <input type="checkbox"/> The Dynamics of Leadership <input type="checkbox"/> Leadership Models & Styles <input type="checkbox"/> Employee Motivation and Productivity <input type="checkbox"/> Communication Skills <input type="checkbox"/> Teamwork & Productivity <input type="checkbox"/> Effectiveness of Teamwork <input type="checkbox"/> Competence development <input type="checkbox"/> Measuring Productivity and Performance <input type="checkbox"/> Creative Problem Solving <input type="checkbox"/> What techniques are used for situational analysis <input type="checkbox"/> SWOT Analysis
24	Professional Behavior and Time Management	<b>Professional Behavior</b> 1. Professional Appearance

SI No.	Content	Scope
		2. Reliability 3. Ethical behavior 4. Organised & Focused 5. Accountability 6. Professional language & Strong Communicator 7. Separates personal and professional lives 8. Positive attitude 9. Emotional control 10. Poised & Respectful of others  <b>Importance of time Management</b> Motivational Stories and sharing on Time management
25	Dealing with Regulators & Networking Skills	How to deal with Regulators with practical examples  Networking Skills
26	Mastering Negotiation Skills: Definitions, Benefits, and Examples	<b>Negotiation Skills</b> 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
27	Data Governance	The Digital Personal Data Protection Act 2023 (DPDP)
28	Consumer Protection act	Important Provisions and its compliances
29	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
30	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

## Annexure 6.7

Certificate No. \_\_\_\_\_

**15 DAYS E- CLDP TRAINING COMPLETION CERTIFICATE**  
**(in lieu of CLDP Phase II, through Alternative Method)**

This is to certify that Mr./Ms \_\_\_\_\_ student bearing Registration No \_\_\_\_\_ has attended and successfully completed the 15 days Corporate Leadership Development Programme (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  
(Directorate of Training)

HoD  
(Directorate of Training)



Certificate No. \_\_\_\_\_

(Name of RO / Chapter)

**15 DAYS CLDP TRAINING COMPLETION CERTIFICATE  
(through Weekend Classes, through Alternative Method)**

This is to certify that Mr./Ms \_\_\_\_\_ Student bearing Registration No. \_\_\_\_\_ has attended and successfully completed the 15 Days Corporate Leadership Development Programme (CLDP) through Weekend Classes from \_\_\_\_\_ to \_\_\_\_\_ organized by the RO/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  
(RO/ CCGRT)

Chairperson  
(RO/CCGRT)