

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

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

A. For Students

1.1.1 Centralized Registration (only through Stimulate portal)

- a) The centralized registration is applicable to both 15 days EDP and 15 days CLDP (not applicable to ODOP registration)
- b) The students shall register through Stimulate portal for the training announced by the ROs/Chapters/CCGRTs subject to their eligibility and preferred location of training.
- c) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.

1.1.2 Selection of Students

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

1.1.3 Batch Size

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

1.1.4 Dress Code:

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

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

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

1.1.5 Attendance

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

1.1.6 Discipline during the Programme

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

1.1.7 Fees Exemption under Compassionate Ground

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

1.1.8 Feedback of Trainers

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

1.1.9 Grievance

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

1.1.10 Certificate

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

1.2 ONLINE MODE TRAINING THROUGH LEARNING MANAGEMENT SYSTEM (LMS)

Important instructions for students

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

1.3 WEBINAR MODE TRAINING

1.3.1 Centralized Registration

- a) The centralized registration is applicable for undergoing all training programmes conducted through Webinar Mode.
- b) The HQ or the concerned offices of the ICSI shall announce and open training registration for various training programmes well in advance.
- c) The student eligible for the training programme shall register through Stimulate Portal.
- d) As far as possible, there shall be a minimum gap of five working days between the closure of registration and commencement of the training programme.
- e) The online registration data has to be extracted by the concerned offices immediately after closure of registration of various training programmes.

1.3.2 Batch Size

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

1.3.3 Tentative Timing

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

1.3.4 Attendance

Online attendance of each session is mandatory for every student.

Concerned offices shall take attendance of all the students on a daily basis and update/upload on Stimulate Portal.

1.3.5 Discipline during the Programme

- a) Students must maintain complete decorum and discipline during the programme as instructed by

the programme coordinator.

- b) Students shall be well groomed and be in formal attire. Casuals shall not be permitted (Jeans and T-shirts etc.)
- c) Students should keep themselves muted during the programme and only ask questions when Q& A session is announced.
- d) Students to ensure that they have good internet connectivity and their laptop, tablet or mobile is in good working condition with the facility of camera.
- e) Students are to follow Do's and Don'ts, if any during the programme as explained by the programme coordinator.

1.3.6 Technical Requirements

- a) The programme shall be placed on the Institute's website for wider reach.
- b) The students and faculty should ensure that they have a working laptop/computer/smartphone with camera and microphone facility for attending the programme.
- c) The students have to ensure that the system they are using to login to the programme should have the facility to view the faculty video and audio and also to start camera.
- d) The students should ensure that they are in a good network coverage to attend the full day training programme so that their attendance is recorded.
- e) The programme coordinator to ensure that the data of all the students participating in the programme is captured.
- f) The programme coordinator shall arrange to record the live programme for the entire duration of the programme and keep it for record purpose and to provide to HQ, if required.
- g) The programme coordinator shall ensure record keeping of daily attendance of all the students.
- h) The attendance of the students on the stimulate portal shall be duly updated in order to generate their completion certificate.
- i) Programme coordinator to obtain feedback from students as desired separately in these Guidelines

2 ONE MONTH EXECUTIVE DEVELOPMENT PROGRAMME (EDP)

2.1 15 DAYS ONLINE MODE EDP

2.1.1 Objective:

- To prepare the students who have passed Executive Programme for Practical Training by developing their communication skills, personality, legal acumen, drafting skills and Information Technology (IT) skills.
- To train the students to enable them to apply theoretical knowledge in their working and development of functional skills in core areas.
- To make the participants more employable by imparting tool based training/ simulation exercises on the related areas of CS profession

2.1.2 Eligibility Criteria:

An Executive pass student shall be eligible to undergo 15 days Executive Development Programme (EDP) in online mode.

Completion of 15 days online mode EDP is pre-requisite to undergo 15 days classroom EDP.

The student is required to complete 30 days EDP (15 days online and 15 days classroom mode EDP) before commencement of 21 months practical training.

2.1.3 Mode Of Delivery:

The 15 days Online EDP is to be offered through the Learning Management System (LMS)

2.1.4 Fees:

A fees of Rs.2,000/- for 15 days Online EDP is to be paid by the student through Stimulate portal or as prescribed from time to time.

2.1.5 Modalities of completion of Training:

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

1. Students shall have to complete 15 Days Online EDP before the start of 15 Days Classroom training.
2. In case a student is unable to complete Online EDP for full 15 days, he/she shall not be allowed to undergo Classroom Training. Such students may be given a maximum duration of 90 days to complete the e-EDP. An extension for further 90 days is allowed on payment of 50% of the fees as extension fees from the day of start of the Online EDP. If a student fails to complete the online EDP in the maximum duration of 180 days, then the LMS access may be denied, and he/she has to re-register after paying the full fees and start the training afresh.

2.1.6 Session-Wise Evaluation of Performance of Students through Assessment

Each session may have an assessment/evaluation attached to it and the student has to submit the same.

2.1.7 Format of Completion Certificate

A Format of Completion Certificate of 15 days Online EDP certificate is placed as **Annexure 4.1**.

2.1.8 Contents of 15 Days Online EDP

The detailed content of 15 days Online EDP is placed as **Annexure 4.2**

2.2 15 DAYS CLASSROOM MODE EDP

2.2.1 Objective

The objective of EDP is:

1. Application of theoretical knowledge and development of functional skills in core areas.
2. To prepare the students who have passed Executive Programme for Practical Training by developing their communication skills, personality, legal acumen, drafting skills and Information Technology (IT) skills.
3. To make the participants more employable by imparting tool based training on the related areas of CS profession

2.2.2 Training Pedagogy

The pedagogy may cover:

- i. Group Discussions
- ii. Role Play
- iii. Mock Sessions

- iv. Simulation exercise
- v. Case study analysis
- vi. Facing interview and important aspects of C.V making
- vii. Video clips
- viii. Management games etc

2.2.3 Eligibility Criteria

An Executive pass student shall be eligible to undergo 15 days Executive Development Programme (EDP) in classroom mode after completion of 15 days online mode EDP.

Completion of 15 days online mode EDP is pre-requisite to undergo 15 days classroom EDP.

The student is required to complete 30 days EDP (15 days online and 15 days classroom mode EDP) before commencement of 21 months practical training.

2.2.4 Duration of the Program

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

2.2.5 Mode of Delivery

The 15 Days Class room mode EDP is to be attended by the students at concerned offices of ICSI.

2.2.6 Training Venues

1. Regional Offices
2. Diamond, Platinum & Gold Chapters
3. Silver grade chapters (on case to case basis) (except for Silver*) as recommended by HOD, Training and approved by The Secretary, ICSI

2.2.7 Fees

A fees of Rs.5,000/- for 15 days Classroom EDP excluding charges for refreshment and lunch is to be paid by the student 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 cancellation made by the student for any batch of EDP, then the concerned offices shall allow carry forward of the fees paid for that batch of EDP to the next batch or refund the amount to the student with 10% deduction in the total fees.

2.2.8 Sessions and Program Structure

The session 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 EDP shall not be less than 6 hours in a day.

2.2.9 Format of Completion Certificate

A format of Completion Certificate of 15 days Classroom mode EDP certificate is placed as **Annexure 4.3.**

2.2.10 Course Content

The detailed content of 15 days Classroom EDP is placed as **Annexure 4.2**.

ANNEXURES

ANNEXURE 4.1

Certificate No _____

15 DAYS E-EDP TRAINING COMPLETION CERTIFICATE

This is to certify that Mr./Ms. _____ student bearing Registration No. _____ has attended and successfully completed the 15 Days Executive Development Programme (EDP) 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 for One month EDP (Executive Development Program) Classroom EDP (15 Days) and E-Mode EDP (15 Days)

One Month EDP

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
Inaugural and Introduction	<ul style="list-style-type: none"> ● Inaugural Address ● Faculty and student' introduction. ● A Journey through the history of the Institute - Milestones and expanding role / recognitions ● Objective and role of EDP ● EDP Plan for 15 days ● Dos and don'ts during class room EDP. <p>Ice Breaking activity</p>	<ul style="list-style-type: none"> ● Present day status of CS Profession ● Success Stories ● future career prospects of the CS Profession ● How to go through the E-Mode EDP effectively to draw best learning
Personality of Company Secretary (Personality Traits and Development)	<p>How to present yourself - general manners and etiquettes</p> <ul style="list-style-type: none"> ● Introducing yourself ● Dressing Sense ● Handshake ● Communication ● Behavioural Sense ● Dining, ● Image Building ● Body Language <p>Office Manners</p> <ul style="list-style-type: none"> ● Corporate Culture ● Positive Attitude ● Values & Ethics <p>Working in team</p>	<p>Practical Training – a tool for acquiring requisite skills</p> <ul style="list-style-type: none"> ● Significance of practical training ● Role & Responsibilities of CS Trainees ● Do's and Don'ts for training ● Expected skill-sets from the trainees ● Trainers- trainee relationship ● Guidelines of practical training ● Submission of documents for training registration ● Submission of Quarterly reports ● Preparation for project reports ● Training completion certificate
Communication Skills	<p>Importance of verbal and written communications in the CS Profession</p> <p>Written Communication:</p> <ul style="list-style-type: none"> ● Business Correspondence ● Official Letters ● Internal Departmental 	<ul style="list-style-type: none"> ● Organizational Communications ● Channels of Communications ● Grape wine and its effects

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	<p>Communications – office notes, proposals for approval,</p> <ul style="list-style-type: none"> ● Replies to the regulatory authorities, investors, banks, customers, vendors; ● Presentations ● MIS for decision making ● Verbal Communication ● Power of Expression ● Ability to Listen & understand ● Art of articulation 	
Professional Skills	<ul style="list-style-type: none"> ● Client centric attitude ● Professional Commitment ● Time Management ● Dealing with clients & other stakeholders ● Dealing with various Departments in the Company ● Value addition to the client / employer organisation 	<p>Introduction to areas of Work for CS</p> <ul style="list-style-type: none"> – Advisory, – Procedural – Compliances – Certification – Audit – Representation <p>Appointment – KMP, Scrutinizer, valuer, CS</p>
Legal Skills - 1 Understanding Law and applying Law	<ul style="list-style-type: none"> ● Concepts of Acts, Rules, Regulations, Notifications, Clarifications, Circulars, Forms, etc., ● Rules of Interpretation of Statutes, ● How to read Bare Act, Rules, Circulars, Notifications, etc. ● Understanding the judicial system and judicial decisions ● How to search and read case laws, ● Interpretation of case law / orders ● Application and implementation of law ● Understanding compliance systems and procedures 	<ul style="list-style-type: none"> ● Concepts of E-libraries, legal sites, ● How to navigate in E-Libraries ● Courts' sites, listing of cases, searching court decisions, following up of judgments ● E- Governance ● Dealing with websites of MCA / NCLT / SEBI / RBI etc.
Legal Skills -2 Basic / Legal Drafting	<p>Secretarial Drafting –</p> <ul style="list-style-type: none"> ● Notice for Meetings - Board, Committee and General Meetings; 	<p>Practical Examples of basic documents</p>

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	<ul style="list-style-type: none"> ● Agenda and Note on Agenda for Meetings ● Explanatory Statements for General Meeting ● Resolutions for meetings ● Minutes of meetings - Board, Committee and General Meetings; ● Board Reports ● Annual Reports 	<p>– Notices of Meeting, Agenda, Minutes, Resolutions, Reports etc</p>
<p>Legal Skills -3 Advanced Legal Drafting / Skills</p>	<p>Basic knowledge of drafting business documents and agreements Drafting of:</p> <ul style="list-style-type: none"> ● Business Contracts ● Pre-Incorporation Agreements ● Various Deeds and Agreements ● Share Purchase Agreements ● Shareholders Agreements ● LLP Agreement / Partnership Agreement ● MOA & AOA ● Show Cause Notices ● Representations before Regulators / Authorities 	<p>Practical examples of basic legal documents</p>
<p>Legal Skills-4 various regulators related to CS Profession</p>	<p>Visits by and interaction with various Regulators Related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI, SAT, Stock Exchanges, Depository, RBI, CCI, IBBI, TRAI, IRDA etc.,</p>	<p>How to do research? Introduction to various Regulators related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI, SAT, Stock Exchanges, RBI, CCI, IBBI, TRAI, IRDA etc., – their role and functions</p>
<p>Management Skills – 1 Workplace Management</p>	<ul style="list-style-type: none"> ● Understanding the concept of and respecting the office hierarchy ● Understanding the concept of Organisation / Office Culture & Environment ● Work-place management ● General Management: Planning, organising, staffing, directing and controlling 	<p>Companies</p> <ul style="list-style-type: none"> ● Understanding the business of an organization – business model, ownership, clientele, output, vendors, ● Understanding organisational structure ● Organisational Behaviours – motivation, leadership, group

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	<ul style="list-style-type: none"> ● Self-analysis, planning and prioritising, ● Time Management ● File Management ● Meeting the daily work targets – maintaining “to do list”, review, manage and report ● Team work – play your role in the team ● Peer Relationships ● Decision Making ● Problem Solving ● Improvement through Creativity and Innovative Thinking and suggestions 	<p>dynamic etc.,</p> <p>PCS Firms</p> <ul style="list-style-type: none"> ● Organisation and Structure of PCS Firms; Areas of Work and how to serve the clients in various areas
<p>Management Skills – 2</p> <p>Meeting Management – Board / Committee / Shareholders / Management Meetings</p>	<ul style="list-style-type: none"> ● Practical aspects of meetings – Date, time and venue of meeting; <ul style="list-style-type: none"> – Sending notice and agenda of the meeting – Logistics for meeting; – Conduct of meeting ● Mock Board Meeting & Shareholders General Meeting 	<ul style="list-style-type: none"> – Board Structures / Processes – E-meetings / E-voting – Proxy Forms, – Role of Scrutinizer, Report of Scrutinizer
<p>Management Skills – 3</p> <p>Confidentiality, Security and Compliances</p>	<ul style="list-style-type: none"> ● Maintaining confidentiality of information; ● Data Security; ● Compliances to the law – price sensitive information and insider trading; ● Timely compliance of law, ● Managing compliance 	<ul style="list-style-type: none"> – Practical examples and case laws of insider trading
<p>IT Skills -1 E-Governance & working on Online Platform</p>	<ul style="list-style-type: none"> ● E-Filing of Returns, Forms, Documents ● E-mail Etiquette ● E-Commerce ● Tools & Techniques for preparing Presentations for Management ● Cyber security ● Back ups of data ● Artificial Intelligence, Info graphic, 	<p>About computer, Knowledge about the storage devices, Operating system All about websites MS Office: Word, excel and power print. Accounting packages: Tally, ERP, SAP, etc. Mock Filing of various forms,</p>

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	Social Media, Cloud Computing, 3D Printing <ul style="list-style-type: none"> ● Use of technology for enhancing office efficiency and effectiveness ● All about mobile applications, 	returns under – MCA 21, GST, Income Tax etc.
Practical Problems and solutions in the areas of work for CS Profession	<ul style="list-style-type: none"> ● Basic Practical problems and case studies 	Introduction to Practical Aspects
Company Law	Practical problems in the company law (upto the syllabus covered in Executive Programme) <ul style="list-style-type: none"> ● Private Placements ● ESOPs / Sweat Equity ● Search Report for Charges ● MCA 21 and practical aspects for submission and certification of various forms ● Ascertaining divisible profits ● Calculating CSR expenditure to be incurred ● Getting various Audits done ● Case studies of Annual Reports / Board Reports ● Related Party Transactions; Interested Party Contracts – how to ascertain 	Practical problems in the company law (upto the syllabus covered in Executive Programme)
Setting up of Business and closure	Practical aspects for setting up of business in India Practical aspects of insolvency / liquidation of business	Practical aspects for setting up of business in India Practical aspects of insolvency / liquidation of business
Tax Laws – Direct Taxes	Application and practices applicable for direct tax law in India	
Tax Laws - GST	Application and practices applicable for GST	
Securities Law & Capital Market	<ul style="list-style-type: none"> – Listing of securities in India – case studies – Price sensitive information and 	

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	Insider trading – case laws – Capital market intermediaries	
Economic, Business, Commercial Laws	Basic aspects – Bank Credits, Letter of Credit, Buyers Credit; Basic Compliances in FEMA	
Financial & Strategic Management	Debt restructuring, Capital budgeting, budgetary controls etc	

(Name of RO / Chapter)

**15 DAYS EDP IN CLASSROOM MODE
TRAINING COMPLETION CERTIFICATE**

This is to certify that Mr./Ms. _____ Student bearing Registration No. _____ has attended and successfully completed the 15 Days Executive Development Programme (EDP) IN CLASS ROOM MODE from _____ to _____ organized by the RO/Chapter _____ of ICSI 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)