

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 SPECIFIC PROGRAMMES

3. ONE DAY ORIENTATION PROGRAMME (ODOP)

2.1 Objective:

The objective of the ODOP is:

- To apprise the newly registered students of Executive Programme regarding the overview of the CS Course such as scope and opportunities of CS profession, scheme of studies, course curriculum, duration of the programme, examination pattern, training structure etc., and
- To enable the students to get all the updated information about the CS course at one place and get connected with the Institute.

2.2 Eligibility Criteria:

The programme is applicable to all the newly registered students of Executive Programme after their registration in Company Secretaryship course on or after 01st June 2019. Such students are expected to attend ODOP within 30 days of registration in Executive programme. Attending and completing ODOP is a pre-requisite for filling up the Examination form.

2.3 Duration of the Programme:

The duration of ODOP shall be one day. No leave is admissible during the duration of the programme. The concerned offices are mandated to conduct atleast one ODOP in a month so that no student is deprived of the opportunity to attend this program.

2.4 Fees:

The fees of ODOP is Rs.600/- (including Rs.100/- which is the price of the ODOP module). The fee is to be paid by the students directly to ICSI-HQ at the time of registration in the CS Executive Programme. No separate fees chargeable by concerned offices.

2.5 Sessions and Program Structure:

The session should be scheduled between 9 am to 6 pm with a lunch break in between and other two short breaks. The duration of the session shall be minimum 6 hours.

2.6 Training Venues

- (ii) All Regional offices
- (iii) All Chapters
- (iv) Online mode as prescribed from time to time.

2.7 Format of Completion Certificate

A format of Completion Certificate pertaining to ODOP is placed as **Annexure 3.1**.

2.8 Contents of One Day Orientation Programme

The detailed content of ODOP is placed as **Annexure 3.2**.

ANNEXURES

ANNEXURE 3.1

(Name of RO / Chapter)

ONE DAY ORIENTATION PROGRAMME (ODOP) TRAINING COMPLETION CERTIFICATE

This is to certify that Mr. /Ms. _____ student bearing Registration No. has attended the One Day Orientation Programme for Executive registered students organized by (RO / Chapter) _____ of the ICSI on _____ (DATE MONTH), _____(YEAR).

The Student is now eligible for enrolling in the examination.

Given and issued on this _____(DATE IN WORDS) day of (MONTH),_____ (YEAR).

(Programme Coordinator)
(RO/Chapter)

(Chairman/Chairperson)
(RO/Chapter)

Course content of One Day Orientation Programme

Session 1
<p>General motivational Talk/Success stories Know your Institute CS profession and opportunities About ICSI Website and mode of communication with Institute and online services</p>
Session 2
<p>Syllabus of Executive & Professional Pre Examination test Enrolment procedure in examination and pattern of examination How to prepare for CS Examination Role, Responsibility and Functions of a Company Secretary</p>
Session 3
<p>Benefits of OT Classes and details of Center Modalities of Practical Training How to become a Member of the Institute The skills and aptitude of a Company Secretary How to pursue CS as a career to be a successful professional</p>
Session 4
<p>Modalities of Practical Training Open House session FAQs Feedback and Takeaways</p>