

ICSI
STUDENT
TRAINING GUIDELINES-2024

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1 TRAINING GUIDELINES

1.1 Preamble

A Guideline to consolidate, regulate and amend the training programmes applicable to the students pursuing Company Secretary (CS) Course.

1.2 Short Title, Rescind and Commencement

1. These Guidelines shall be called the ICSI Training Guidelines, 2024.
2. The Guidelines, directions, notifications, circulars, instructions or orders, as on date, pertaining to training programmes applicable to the students pursuing Company Secretary (CS) Course to which these guidelines extends shall be repealed to the extent inconsistent with these guidelines.
3. These Guidelines shall come into force w.e.f. 1st January, 2024

1.3 Applicability and Objective

These Guidelines shall be applicable to all the students who have and who will be enrolled in Company Secretary (CS) Course.

The objective to amend and consolidate prescribed training processes and to provide structured and unified training guidelines to stakeholders such as students enrolled in Company Secretary (CS) Course, trainers and respective Regional Offices/Chapters/Centre for Corporate Governance Research & Training (CCGRT), as follows:

1. To provide information on various types of trainings to be undergone by the students so that they are able to complete the required trainings timely and submit such records to the Institute within the stipulated time.
2. To guide the trainers about their roles and responsibilities to comply with the various training requirements.
3. To provide the designated offices all the information for smooth conduct of training programmes and handle the grievances, if any arising therefrom.
4. To lay down various formats of training completion to maintain uniformity.

5. To lay down roles and responsibilities of Programme coordinators for smooth conduct of short-term trainings.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute

1.4 Key Definitions

For the purpose of these Guidelines

- **Council** – means the Council of the Institute constituted under section 9 of The Company Secretaries Act, 1980
- **ICSI/ Institute** – means the Institute of Company Secretaries of India constituted under The Company Secretaries Act, 1980.
- **Long Term Training** – means and includes practical training for twenty one months under Regulation 46BB of The Company Secretaries Regulations, 1982.
- **Short Term Training** – means and includes One Day Orientation Programme (ODOP), Executive Development Programme (EDP) and Corporate Leadership Development Programme (CLDP)
- **Stimulate Portal** – means an IT enabled training interface for accessing all training related services of the ICSI (<https://stimulate.icsi.edu>)
- **Trainee** – CS student enrolled in any of the training programme under these guidelines.
- **Trainer** – PCS/Company/LLP/Other entity eligible to impart training to the trainee under these guidelines.
- **Training and Educational Facilities Committee (TEFC)** – constituted under Section 17(2) of The Company Secretaries Act, 1980 read with Regulation 102 of The Company Secretaries Regulations, 1982.

Words and expressions used but not defined in these Guidelines but defined in the Company Secretaries Act (No. 56 of 1980), the Rules, Regulations, prescribed thereunder shall have the respective meanings assigned to them in the said Acts, Rules and Regulations made thereunder

1.5 Abbreviations

1. **CCGRT** – Centre for Corporate Governance, Research and Training
2. **CLDP** – Corporate Leadership Development Programme
3. **EDP** – Executive Development Programmes
4. **HOD** – Head of Directorate
5. **LMS** – Learning Management System(Online)
6. **ODOP** – One Day Orientation Programme
7. **TDOP** – Three Days Orientation Programme
8. **ROs** – Regional Offices

1.6 Flow of Training

(As per New Training Structure 2020 effective from 3rd February, 2021)

1. Flow of Training

S.No.	Name of the Training(s)	Eligibility Criteria
1	01 day SIP (Student Induction Program)	The programme is applicable to the newly registered students of CSEET (Company Secretary Executive Entrance Test) on or after 16 th December 2025. Attending and completing SIP is a pre-requisite for enrolling in the CSEET Examination
2	TDOP (Three Days Orientation Programme)	The programme is applicable to all the newly registered students of Executive Programme after their registration in Company Secretaryship course on or after 1 st February, 2025.
3	30 Days EDP (Executive Development Programme) EDP has to be completed in the following order :- 15 days EDP in Online Mode 15 days EDP in Classroom Mode	CS Executive pass
4	21 months Long Term Training (under Registered Practising Company Secretary / Registered Company /Other Entities)	CS Executive pass + 30 days EDP
5	30 Days CLDP (Corporate Leadership Development Programme) CLDP has to be completed in the following order :- CLDP Phase I- 15 days CLDP in Classroom Mode (Non Residential) CLDP Phase II- 15 days CLDP in Classroom Mode (Residential)	CS Professional pass + 30 days EDP + 21 months practical training

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 maybe 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 usermanual. 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.

3 SPECIFIC PROGRAMMES

3.1 STUDENT INDUCTION PROGRAMME (SIP)

3.1.1 Eligibility Criteria:

All the newly registered students of CSEET on or after 16th December 2025 are required to undergo SIP. Such students are required to complete SIP within one month of registration in CSEET. Attending and completing SIP is a pre-requisite for enrolling in the CSEET Examination

3.1.2 Duration of the Programme:

The duration of SIP shall be one day. The duration of the session shall be 6 hours, with no leaves

The concerned offices are mandated to conduct atleast one SIP in a month so that no student is deprived of the opportunity to attend this program.

3.1.3 Batch Size & Module

A training batch shall comprise of maximum 50 and minimum 10 students. SIP Module shall be given to all the participants

3.1.4 Fees:

Fee	Particulars
Rs. 500/-	Included in the CSEET registration fees. (This is inclusive of the module fees)

The fee is to be paid by the students directly to ICSI HQ at the time of registration in CSEET. No separate fee is chargeable by the concerned offices.

3.1.5 Sessions and Program Structure:

The sessions should be scheduled between 9 am to 6 pm with a lunch break in between and other two short breaks. The Programme structure shall be based on the contents of SIP.

3.1.6 Training Venues

- All Regional offices
- All Chapters
- The Programme shall also be available in Online mode for eligible students i.e., students residing beyond 100 kms to complete SIP through LMS portal of the Institute.

3.1.7 Format of Completion Certificate

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

3.1.8 Contents of Student Induction Programme

The contents of SIP is placed as **Annexure 3.2**

3.2 THREE DAYS ORIENTATION PROGRAM (TDOP)

3.2.9 Objective:

The objective of the TDOP 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.

3.2.10 Eligibility Criteria:

The programme is applicable to all the newly registered students of CS Executive Programme after their registration in Company Secretaryship course on or after 01st February, 2025.

Students registering in CS Executive Programme on or after 1st January, 2026 are mandated to complete/attend TDOP within 3 months of registration in Executive programme. Attending and completing TDOP is a pre-requisite for filling up the Examination form.

3.2.11 Duration of the Programme:

The duration of TDOP shall be three days. No leave is admissible during the duration of the programme.

The concerned offices are mandated to conduct at least one TDOP in a month so that no student is deprived of the opportunity to attend this program.

3.2.12 Batch Size:

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

3.2.13 Fees:

The fees of TDOP is Rs.2,500/- (including Rs.200/- which is the price of the TDOP 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 fee is chargeable by concerned offices.

3.2.14 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 6 hours.

3.2.15 Training Venues

- i. All Regional offices
- ii. All Chapters
- iii. Online mode as prescribed from time to time.

3.2.16 Through Online/Webinar Mode

Students residing beyond 60kms shall have an additional option to opt for webinar mode TDOP which is to be conducted by the biggest chapter in the State.

3.2.17 Format of Completion Certificate

A format of Completion Certificate pertaining to TDOP is placed as **Annexure 3.3**.

3.2.18 Contents of Three Days Orientation Programme

The detailed contents of TDOP is placed as **Annexure 3.4**.

4 ONE MONTH EXECUTIVE DEVELOPMENT PROGRAMME (EDP)

4.1 15 DAYS ONLINE MODE EDP

4.1.1 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

4.1.2 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.

4.1.3 Mode Of Delivery:

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

4.1.4 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.

4.1.5 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 onlineEDP 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.

4.1.6 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.

4.1.7 Format of Completion Certificate

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

4.1.8 Contents of 15 Days Online EDP

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

4.2 15 DAYS CLASSROOM MODE EDP

4.2.1 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

4.2.2 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

4.2.3 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.

4.2.4 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.

4.2.5 Mode of Delivery

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

4.2.6 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

4.2.7 Fees

A fees of ¹ [Rs.8,000/-for 15 days Classroom EDP inclusive of refreshments (twice in a day), working lunch and study material of Rs.300/-] 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.

4.2.8 Sessions and Program Structure

The session shall be scheduled between 9 am to 6pm with a lunch break in between and other

¹Changed pursuant to decision taken in the 311th Council Meeting held on 29.08.2024. Prior to change the fees was Rs. 5,000/- excluding charges for Refreshment & Lunch"

two short breaks. The duration of all the sessions of EDP shall not be less than 6 hours in a day.

4.2.9 Format of Completion Certificate

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

4.2.10 Course Content

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

5 LONG TERM PRACTICAL TRAINING

5.1 Eligibility of Trainees for undergoing Practical Training

Executive pass student shall be eligible to undergo Practical training under a PCS/Company/other entities as provided in Regulation 46 BB (a) subsequent to completion of one month EDP (i.e. 15 days e-EDP and 15 days classroom mode EDP) which is a pre-requisite to commence long term practical training of 21 months.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute.

5.2 Duration of Training

The duration of long-term practical training shall be 21 months.

5.3 Documents required for Training Registration

- a. The trainee and the Company Secretary in Practice shall enter into a Contract for Long Term Training. The contract shall be executed on a non-judicial stamp paper of minimum denomination of Rs.20/- or by way of franking or by way of e-Stamping in the specified form in duplicate and signed by both the parties viz., the trainee and the Company Secretary in Practice. Duplicate thereof shall be given to the trainee. In case of training in a company/other entities, the trainee has to obtain a "Letter of Training" from the trainer preferably in the format placed as **Annexure 5.1**.
- b. The contract shall be submitted to the Institute in the specified form containing Part A and Part B which is placed as **Annexure 5.2**. (The date of commencement of training which shall be taken on record would be the actual date of commencement of training as mentioned in the agreement or date of purchase of stamp paper or date of execution of contract whichever is later).
- c. A true copy of examination certificate or mark sheet of the student for having passed the Executive Programme examination and one month EDP completion certificate (including 15 days classroom and 15 days e-EDP training) shall be attached along with the application for registration.

5.4 Time-Limit applicable to Trainees for Registration of Training with the Institute

- a) Trainees are required to get their training registered in records of the Institute preferably after obtaining the letter of training/contract but before commencement of their training. If

they have not done so, they have an option to get it registered within 30 days from the date of commencement of their training.

- b) Any delay in training registration with the Institute, which is more than 30 days will not be considered as a valid training and shall not be taken in the records of the Institute.
- c) The Institute reserves the right to treat the Training undergone by the student invalid or refuse to register the same in records of the institute in case it comes to notice of the Institute by any means that the supporting documents submitted to the Institute are not genuine or not up to satisfaction of the Institute or in case of contravention of the prescribed guidelines in any manner
- d) If during the training period, the trainee is taking a break from training due to some personal exigencies with the prior consent of the trainer and then joins back after a gap of some period with the same trainee to complete the balance remaining period of training, the same shall be allowed, subject to mutual consensus between the Trainer and Trainee. But while issuing the training completion certificate, trainer will have to mention the same in training completion certificate specifically that from "x" date to "y" date trainee was allowed a break.

5.5 Transfer Formalities

- a. The first two months of the training shall be treated as Probation period. A trainee is free to take transfer during the probation period by serving a 14 days' notice. The training undergone by the student during probation shall be taken in the records of the Institute and shall also be counted in the total period of long term training.
- b. For the remaining period after the probation, no transfer shall be allowed. However, in exceptional cases as specified here under in para 5.6 below, transfer may be allowed during this period.
- c. If any student takes transfer during the period of probation, then he/she is required to obtain NOC from his/her previous employer and only after serving the notice period of 14 days and submitting the NOC he/she may claim transfer.
- d. If any student discontinues his/her training within few days of joining and restarts his/her training after a prolonged gap, then the period of training undergone by the student earlier shall be treated as a part of two months of probation period.
- e. If any student takes transfer during the remaining period of training then along with the NOC he/she has to submit a self-declaration as per **Annexure 5.3** mentioning the reason of taking transfer. The dealing official on the basis of NOC and self-declaration submitted by the student shall issue sponsorship for remaining period of training.

- f. In case any student seeks transfer under the option of “Alternate/Special Arrangement of Trainees” then he/she is required to submit the request for alternate/special (as per the Institutes prescribed format) from the present trainer. Student shall submit the request letter to the Institute and seek sponsorship letter for undergoing training for the period not exceeding six months.
- g. The word “eligible” mentioned under clause 10 given below i.e., Alternate/Special Arrangement of Trainees, shall be read as “registered”. Meaning thereby, that the trainer falling under the option of Alternate/Special Arrangement shall be mandatorily registered with the Institute for the purpose of imparting training. In case it is found that the trainer is not registered with the Institute then such period of training shall not be treated as valid and the same shall not be taken in the Institutes records.

5.6 Exceptional cases for Transfer

In order to avail transfer under the below exceptional cases, a trainee has to submit the documentary evidence to the satisfaction of the Trainer and Institute.

- 1. On grounds of continuous critical ailment and on production of medical certificate & reports thereof by a qualified Medical Practitioner.
- 2. Transfer of spouse or any one of the Parents of the Trainee to another city
- 3. Misconduct involving moral turpitude.
- 4. Death/disability of trainer.
- 5. ²[Cancellation/ Ceasing/Debarment/Removal/Surrender of COP by the member]
- 6. A Company is not operational or the name of the Company is removed from the register of Companies by ROC or the Company is dissolved.
- 7. On the ground of marriage provided that there are substantial proof to showcase the relocation of student to another city involving distance of 50 kms or more from the current professional address of the Trainer.
- 8. Irregular/non-payment of stipends continuously for 3 months.
- 9. Shifting of trainer to another city involving distance more than 50 kms from current address

² A trainer is expected to intimate Cancellation/ Ceasing/surrender of COP or Removal of his/her name from the members register of the Institute to the trainee immediately. Any failure may be considered as a Professional misconduct by the trainer under Company Secretaries Act

of trainee.

10. Alternate/Special Arrangement for trainees: A trainer, with the consent of the trainee, may depute the later for training for a period not exceeding six months to a member/organization/other entities eligible to engage and train a trainee as per the Institute's guidelines. Students have to submit the request for alternate/special arrangement as per the Institutes prescribed format (**Annexure 5.4**)

11. Voluntary/Mutual NoC: Upon mutual consent by Trainer and Trainee

- a) To avail any transfer, a trainee has to serve a Notice period of 60 days for smooth handover & takeover (14 days in case of probation). However, the notice period can be reduced with mutual consent of the trainer and trainee in writing. During the above said notice period of 60 days, no leave shall be granted except casual leaves.
- b) If a trainee fails to serve the notice period as specified in the above clauses (5.4 (a) and 5.5 (a)), such period of training shall not be considered by the Institute, except in the cases it is done with the consent of the Trainer and the Trainer has issued an NOC in this regard.
- c) A trainee may intimate the trainer about his transfer of training by writing letter (duly acknowledged by the trainer or by his official representative) or through an email from his registered email id with Institute to the registered email id of the trainer. To avail transfer (including exceptional cases) a trainee has to submit NOC from the trainer.
- d) A trainee is not required to submit any original educational certificates/documents to the Trainer.
- e) The trainees are entitled to a stipend during the probation period also.

5.7 Eligibility of Trainers (Company Secretary in Practice/Company/other entities) for imparting Practical Training

- a) Company Secretary in Practice (PCS)- A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.
- b) Corporate Trainer – NIFTY 50 companies, Top 500 listed companies, Other listed companies, Unlisted companies/SME listed companies having a company secretary in wholetime employment and minimum paid up capital of Rs 50 Lakhs and above or networth of Rs.5 Crores. Any other company having a paid up capital in accordance with the provision made in Rule 8 (A) i.e., Rs 10 Crore and as amended made by MCA from time to time.

- c) Corporate Trainer (Outside India) - A body corporate (foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of 5 Crores or more and employing a Company Secretary / Chartered Secretary / Governance Professional or any other equivalent designation shall be eligible for appointing a trainee (CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary.
- d) Limited Liability Partnership (LLP)
 - 1) **Limited Liability Partnership (LLP)- Registered with ICSI as PCS Firm** - An LLP where all its partners shall be the members of the ICSI
 - 2) **Limited Liability Partnership (LLP)** - An LLP having not less than half of its partners as members of ICSI and having net worth or capital contribution or turnover of not less than Rs 5 Crores and the same LLP shall not be registered with other professional bodies like ICAI, ICMA or any bar Council.
- e) Gujarat International Finance Tec-City (GIFT City)- LLP- Any LLP having its office (including Branch office/Registered office/ Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operations and having at least one partner as Member of the ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs.
- f) Other Entities: Ministry of Corporate Affairs (MCA) & its offices (i.e., Registrar of Companies (ROC), Regional Director (RD) & office of Official Liquidators (OL) etc., SEBI, NSE, BSE, IRDA, RBI, ICSI & its offices
- g) any other body corporate or institution or organization or entities fulfilling the criteria as may be determined by the Council

5.8 Documents required for Registration as a Trainer

S. No.	Types of Entities	Documents required to submit
1	Practicing Company Secretary (PCS)	<p>A duly signed & stamped Application form (Annexure-5.5) for registration for imparting training.</p> <p>Scanned copy of Certificate of Practice</p> <p>Copy of Experience certificate of employment (as CS) post membership</p> <p>(Scanned copies to be uploaded on Stimulate portal along with self-declaration (Annexure-5.6) as mentioned above).</p>

S. No.	Types of Entities	Documents required to submit								
2	Company:									
A	<table border="1" data-bbox="277 285 758 580"> <tr> <td>1</td><td>NIFTY 50 companies</td></tr> <tr> <td>2</td><td>Top 500 listed companies</td></tr> <tr> <td>3</td><td>Other listed companies</td></tr> <tr> <td>4</td><td>Unlisted companies/SME listed</td></tr> </table>	1	NIFTY 50 companies	2	Top 500 listed companies	3	Other listed companies	4	Unlisted companies/SME listed	<p>Duly signed request letter.</p> <p>Name of the company Secretary in whole time basis.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentioned above.(Scanned copies to be uploaded on Stimulate portal)</p>
1	NIFTY 50 companies									
2	Top 500 listed companies									
3	Other listed companies									
4	Unlisted companies/SME listed									
B	Other Entities	A duly signed request letter from the respective offices on its letter head (Scanned copy to be uploaded at online portal)								
C	Corporate Trainers outside India	<p>Duly signed request letter.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentioned above. (Scanned copies to be uploaded on the Stimulate portal)</p>								
3	LLP									
A	Limited Liability Partnership (LLP) - Registered with ICSI as PCS Firm	<p>A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners.</p> <p>Further an undertaking by all the partners stating that they are not registered with the Institute in individual capacity as a trainer for imparting Long Term Training.</p>								
B	Limited Liability Partnership (LLP)	<p>A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners.</p> <p>Certified Financial statement of LLP confirming the net worth/capital contribution / turnover of not less than 05 crores (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.</p>								

S. No.	Types of Entities	Documents required to submit
		An Undertaking from the LLP on its letter head that the LLP has not been registered with other professional bodies like ICAI, ICMA or any bar Council
C	GIFT CITY- LLP (Gujarat International Finance Tec-City)	<p>A request letter from the LLP on its letter head duly signed & stamped confirming the details of partner (i.e., Member of the Institute)</p> <p>Certified Financial Statements of LLP confirming the net worth/capital contribution / turnover of not less than Rupees 50 lakhs</p> <p>Documentary proof confirming that the said LLP is registered under GIFT City.</p>

5.9 Working Hours

Working hours of training may be fixed by mutual consent of trainee & trainer generally between 8:00 am to 8:00 pm subject to a minimum of 8 hours per day & working hours should not be prior to 8:00 am or after 8:00 pm. However, trainee & trainer are free to fix their working hours with mutual consensus, subject to applicability of prevailing laws of the respective States/Union Territories.

5.10 Stipend

Every Company Secretary in Practice or Company engaging the trainee shall be required to pay monthly stipend of Rs.5,000/- (minimum) to the trainee or as determined by the Council from time-to-time. The Stipend is also required to be paid for the probation period.

Further, all trainers are bound to pay stipend through banking channels only and the Institute is free to ask for the proof of the same from either of the parties during or after the completion of the training. The trainer is free to maintain a stipend register for all trainees.

5.11 Leave

The Leaves applicable for study and examination are to be granted for the purpose of CS examinations only (all stages) and not for any other course. The leaves of 52 days (including 31 days examination leaves) shall be applicable to Executive Programme Pass students for preparation of Professional Programme examination only. However effective from 1st June, 2022, any student who starts his training after passing of the Professional Programme, shall be eligible for 21 days casual leaves only.

The following is further to be noted:

- a) If any student takes leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- b) If any student is doing some part of training in one organization and balance part of training in another organization, then in such a case, maximum leaves which can be availed by the student, shall be calculated on pro-rata basis.
- c) Weekly Off during the training period will be decided as per policy of organization / trainer where the student is undergoing the training. ICSI shall not intervene in any such decision of the employer.
- d) Working days 5 or 6 in a week shall be as per the policy of the organization / trainer, where student is undergoing training.
- e) One Casual leave per month that is credited to student shall be treated as a paid leave. Any leave in addition to this shall be governed by the policy of the Organization/Trainer.
- f) During the notice period, if the trainee avails any leaves other than the casual leaves as permitted under these guidelines, then the notice period will get extended by the period of such leaves availed or as may be mutually decided between the Trainer and Trainee.

5.12 Quarterly Report

The trainer through the Online Mode shall submit quarterly report to the Institute regarding the progress of the Trainee. It is the responsibility of the Trainer to submit the quarterly report within 30 days of ending of the quarter. However, the trainee will pursue the matter with the trainer to get it completed in time.

If any student has changed his trainer before closing of particular quarter mid-way, in such case, there will be two quarterly reports for that particular quarter. One quarterly report is to be signed by the earlier trainer for the partial period for which student was working under him and another quarterly report from next trainer under whom the trainee has completed the balance period of that particular quarter.

5.13 Project Report

A student shall prepare a Project Report on the basis of his practical training under the guidance of his/her trainer and submit the Report to the Institute through Stimulate Portal. The trainees shall be required to submit the project report in the format as prescribed by the Institute from time to time. A format of Project Report is placed as **Annexure 5.7**.

5.14 Areas of Long Term Practical Training

The core areas of long term practical training shall include but not limited to the indicative list of training areas as mentioned below:

- Legal
- Management
- Corporate Laws (including Insolvency)
- Securities Law
- Tax Laws (Direct & Indirect)
- Governance/ESG/CSR
- Financial Management
- Economic & Business Laws
- Labour Laws
- Audit
- Corporate Funding
- Arbitration & Mediation
- Artificial Intelligence (AI)
- Cyber Security
- Appearance and proceedings before the regulators eg. MCA / NCLT / ED / RBI.

5.15 Trainer's Entitlement for number of Trainees

- a) **Company Secretary in Practice:** A trainer would be eligible to impart training from the date of his/her registration with the Institute for imparting training.

Sl. No	Years of Experience	Entitlement of No. of Trainees
1	Less than 1	Nil
2	1-2	1
3	3-5	3
4	6-10	5
5	11-15	8
6	16-20	10
7	Above 20 Years of Experience (Maximum Limit)	12
8.	If the Company Secretary in Practice surrenders his/her COP and starts his/her practice after a gap, he/she shall be entitled to have the same number of trainees as he/she was entitled when he/she surrendered his/her COP.	

b) Companies/Other Entities

Sl. No	Types of Entities	Max No. of Trainees
1	Top NIFTY 50 companies	15
2	Top 500 companies	10
3	Other listed companies	5
4	Unlisted companies/SME listed	2
5	Other Entities-Ministry of Corporate Affairs (MCA) & its offices (i.e., Registrar of Companies (ROC), Regional Director (RD) & office of Official Liquidators (OL) etc., SEBI, NSE, BSE, IRDA, RBI, ICSI & It's Offices [all offices combined]	40
6	Corporate Trainers outside India	10

c) LLPs:

Sl. No	Type of LLPs	Max No. of Trainees
1	Limited Liability Partnership (LLP)- Registered with ICSI as PCS Firm: An LLP where all its partners shall be the members of the ICSI	2 Trainees OR as per entitlement in individual capacity. Both provisions cannot be availed simultaneously.
2	Limited Liability Partnership (LLP)- An LLP having not less than half of its partners as members of ICSI and having net worth or capital contribution or turnover of not less than Rs 5 Crores and the same LLP shall not be registered with other professional bodies like ICAI, ICMA or any bar Council.	Maximum 2 Trainees
3	Gujarat International Finance Tec-City (GIFT City)- LLP-	Upto 5 Trainees

The above eligibility criteria shall be effective 01st April 2025.

5.16 Infrastructure Requirements

The Company Secretary in Practice will be required to maintain an independent office for practice and have adequate infrastructure.

The company and other such entities need to have adequate infrastructure for imparting training.

The trainer (Company Secretary in Practice/Company/other entities) is required to maintain an attendance register for the trainees showing the time of their arrival and departure.

5.17 Other Requirements

- a) After completion of the training, the trainers shall issue a completion certificate (duly signed and stamped) indicating the duration of training and number of leaves availed by the trainee.
- b) Any dispute between the trainee and trainer shall be settled as per the Dispute Resolution mechanisms prescribed in these guidelines.
- c) In case a Company Secretary in Practice is engaged in some other business/occupation in addition to the Company Secretaryship, other than the areas in which PCS is entitled to function or practice, only with the prior permission of the Institute, he may be permitted to engage a trainee. He should forward the following additional information to the Institute to determine his eligibility to train the trainees before he engages them.
 - I. Period of his being engaged in that other occupation;
 - II. His working hours in that occupation;
 - III. Total number of daily and weekly working hours in that occupation;
 - IV. Working hours of his practice as Company Secretary.
 - V. No Company Secretary in Practice shall engage any trainee(s) of any other Institute or any other organisation simultaneously with the engaging of the trainee for Company Secretaryship training except with the prior permission of the Institute.

5.18 Re-Registration

Since the Institute has a re- registration policy for students who are not able to seek Registration De-novo after passing the Intermediate/Executive programme stage under the various Syllabi introduced by the Institute and discontinued while pursuing the CS Course due to various reasons.

For students seeking re-registration the given below training structure shall be applicable upon approval of their re-registration in following manner:

1. If any student has already completed the requirement of long-term training or has partially completed the training, such period of training may be considered and benefit of the same may be given and the students be allowed to complete the requirement of remaining training under new training structure.
2. In case any student has completed the requirement of short-term training i.e., 08 days EDP and 24 hours PDP, No exemption shall be given to the student and he/she shall be required

to complete the requirement of short term training as applicable to him/her under new training structure under the re- registration policy.

3. If any student has already completed (or exempted therefrom) his/her all training requirement (short term training as well as long term training) applicable to him under his old registration status in that case his full training requirement shall be treated complete on record and he /she will not be required to complete any more training after seeking re-registration.

5.19 Complaint against the Trainer/Trainee or vice-versa

- a) Where a trainee makes a complaint against his trainer (Company/PCS) or vice versa on a matter concerning his training, the Institute may cause an investigation and take such action as it may consider expedient under the Student Disciplinary Committee.
- b) The Secretary of the Institute may, pending an investigation in the above matter, either cancel or terminate the training and allow the trainee to be accepted as new trainee by another Company or Company Secretary in Practice.
- c) A trainee may enter into fresh contract or obtain an appointment letter (as the case may be) for the remaining term of his training with new trainer (Company/PCS entitled to engage the trainee registered for imparting training) provided the trainee satisfies any of the conditions as mentioned below:
 - i. When the trainee is not able to complete the training;
 - ii. The Trainer ceases to be in practice;
 - iii. The registration of trainee has been cancelled;
 - iv. The trainer had demised.

However, it will be subject to the approval of the Institute of his being engaged as a new trainee with another trainer/employer entitled to train.

5.20 Permission for pursuing additional course of study

- a) The trainee may be granted permission for pursuing the additional course of study, considered useful for the Company Secretaryship Course during the entire period of training whether it involves attending any classes or not.
- b) The following courses have been identified as useful for the Company Secretaryship course.
 - I. Courses conducted by the Institute of Costs Accountants of India.
 - II. Courses conducted by the Institute of Chartered Accountants of India.
 - III. Courses leading to acquisition of a degree in law, management or commerce

- IV. Any other recognized course in law, management or commerce discipline as may be approved by the Institute from time-to-time.
- c) The Institute may grant permission and will not have any objection for trainees to pursue any of the courses referred to above provided the employer Company Secretary in Practice does not have any objection has given concurrence and forwarded the application of the trainee to the Institute.
- d) The course is to be pursued on distance or part time basis after normal working hours of training. However, no other practical training is allowed simultaneously with the CS practical training.

5.21 Trainee not to engage in any Trade, Business or Occupation of the trainer

The trainee shall not engage himself in any business or occupation of the trainer. He may be allowed to be merely a sleeping partner and there should be a recital in the partnership deed that the trainee is a sleeping partner and this will constitute a *prima facie* evidence unless there is any evidence to the contrary.

5.22 Completion of Training

- a) Training completion certificate is to be issued as per the format prescribed by the Institute.
- b) The Completion/NOC shall fulfil the following criterions:
- I. Training completion certificate is to be preferably issued on the letter head of the organization/ trainer and should be duly signed and stamped by the authorised signatory/Trainer/PCS with date of issue of certificate in the prescribed format of Training completion/NOC which is placed as **Annexure 5.8**. The extension, if any should also be clearly mentioned in the completion certificate.
 - II. Name of the student, ICSI student registration number, date of commencement of training, date of closing of training and total number of leaves taken during the training period are to be clearly mentioned in the training completion certificate
 - III. Name/ Designation/ ACS or FCS no. or COP no. of PCS should be clearly mentioned on the certificate.
 - IV. Preferably it should be accompanied by the screenshots of all the quarterly reports submitted by the trainer.
 - V. In case of death of a trainer, a death certificate accompanied by an affidavit

stating the period of training undergone along with the number of leaves taken along with a certificate duly attested and signed by the legal representative of the deceased trainer stating the period of training undergone and leaves taken has to be submitted in place of completion.

- VI. In case of merger/amalgamation/takeover of already registered company with another company, the training shall be considered valid.

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 1st 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 1st 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 firstrunner-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 11th 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 11th 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 11th 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 11th 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 1st 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 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 firstrunner-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.

7 EXEMPTION GUIDELINES

7.1 Sunset Clause of training to student registered under earlier regulations

Student who has been granted partial exemption under earlier (old) training structure and unable to complete the remaining training or not claimed further exemption on or before 30.06.2022 shall have to complete their balance training under New Training structure only under the following option:

- The student has an option to avail fresh exemption under new training structure by paying the requisite fees (The exemption fees paid earlier shall be adjusted/refunded); or
- The student has to complete the balance training under new training structure which requires 21 months training. The credit for the period of training exempted (under earlier (old) training) shall be given/adjusted in the new training structure.

7.2 Eligibility for claiming Exemption from Practical Training

Any student after passing Final Examination or Professional Programme, who claims to have acquired practical knowledge and skills equivalent for Practical training (including EDP) stated in regulation 46BB, may apply for exemption from undergoing practical training (including EDP) in accordance with the criteria laid down in these guidelines.

7.3 Eligibility Criteria

- a) Three year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, publicsector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.
- b) Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.
- c) Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal

audit or providing management consultancy services to at least 02 client companies, each having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

d) Five years' post qualification work experience of continuous practice as an Advocate in a High Court ,represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to at least 02 client companies, each having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

e) Four years' post qualification (Management, MBA or any other equivalent qualification:

1. The word "Management" may be considered as – Any Master degree/Post graduate degree/ PG Diploma in Management from recognized universities/colleges/institutions in any mode or method.
2. For any other equivalent qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.
3. The minimum qualification shall be Graduation with any other professional degree/certificate/ diploma.
4. The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.)

experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;

f) Five year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service

period.

- g) Five year post qualification (minimum qualification Post Graduation) experience as a regular faculty/ Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance or any other criteria as recommended by the Council.
- h) Has acquired practical experience equivalent to those specified under the Guideline in such professional institutions or abroad as may be recognized by the Institute in this behalf on reciprocal basis.
- i) Any person not falling in all or any respects with regard to practical experience and practical training requirements as specified in above points but claims to have acquired practical experience and undergone practical training, equivalent to those specified under these points may apply for exemption from acquiring practical experience or undergoing practical training, as the case may be, and the Council may determine these cases on case to case basis for partial or total exemption taking into account the evidence produced by such person or after interviewing him.
- j) If a student falls in two or more than two of the above clauses (clause (a) to clause (h)) and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption under this clause.

7.4 Documents Requirement

The eligible students shall apply to the Institute in through our online stimulate portal with all relevant documents and pay the fees online to submit the application. The applications should be supported by the documents as mentioned in the **Annexure 7.1**.

7.5 Guidelines related to fees for Exemption application

Sr. No.	Criteria	Fees and Refund After the revised Guidelines come into effect
1.	Each student applying for exemption from Practical training and EDP shall be required to pay a processing fee.	Rs. 20,000/- (Rupees Twenty thousand only).
2.	While scrutiny/checking of documents submitted for claiming exemption, if it is found that student is not eligible for granting exemption from training under provisions of CS Regulations & other	80% of the fees will be refunded after deduction of 20% of fees towards the administrative cost.

Sr. No.	Criteria	Fees and Refund After the revised Guidelines come into effect
	guidelines.	
3.	If the student taken the refund and applying again for exemption after acquiring some more experience or on the basis of some additional supporting documents.	He/she shall be required to apply afresh along with payment of Rs. 20,000/- as fees for claiming exemption from training once again
4.	If a student had applied for claiming exemption from training under earlier (old) training structure by paying Rs 10,000/- as fees before the revised guideline came into effect, and his/her application was rejected, as found not eligible under provisions of Regulations for granting of exemption at that time. if he/she is applying again on or after the date the revised guidelines come into effect for re- consideration of his /her request.	He/she shall be required to pay Rs 20,000/- He should apply for refund of Fees of Rs.10,000/- (after deducting processing charges)
5.	A student has applied for exemption and paid fees of Rs.10,000/- and has been granted partial exemption from training under earlier (old) training structure and has not able to complete the remaining training requirement before 30.06.2022.	The credit for the period of training exempted can be given in the new training structure. However, if student wish to apply for exemption, they can apply for it under new training structure only. Their fees paid earlier can be adjusted/ refunded.

Explanation - “Misconduct” shall include a behaviour in a disorderly manner in relation to the Institute or in or near the place where undergoing training, breach of any Regulation, condition, guideline or direction laid down by the Institute, malpractice with regard to training, or resorting to or attempting to resort to unfair means in connection with the undergoing of training or seeking exemption from undergoing the training or for breach of any policies, rules and regulations for the organization in which he/she undergoing training.

8 COMPLAINT/ GRIEVANCE/ DISPUTE RESOLUTION BETWEEN TRAINEE & TRAINER

8.1 Background

The Students of ICSI in accordance with sub-section (b) of Section 15A of the Company Secretaries Act 1980 and further to Regulation 46 BB and 46BE of Chapter VI B, Regulation 46AA and 46AB of Chapter VIA and Regulation 48 Chapter VII of the Company Secretaries Regulations, 1982 (as amended from time to time) have to undergo practical training with Company/PCS/Firm/ Any other organization registered with the Institute for imparting training for a period as may be notified from time to time.

During the course of training, in certain cases the Directorate of Training receives complaints/disputes that may arise between the Trainer and Trainees. These issues may be construed as "Misconduct" by the Trainers or Trainees.

8.2 Guidelines for Complaint/Grievance/Dispute Resolution between Trainee & Trainer

a) Title- These guidelines shall be titled "Guidelines for Dispute Resolution between Trainee & Trainer"

b) Applicability-

1. These guidelines shall be applicable to all the students of ICSI undergoing training and the trainers/Companies imparting training to such students of ICSI.
2. These guidelines shall come into force w.e.f. the date of notification of Company Secretaries Regulations, 2020 (as amended)

8.3 Preliminary definitions and Interpretation

1) In these guidelines, unless the context otherwise requires,-

- a) "Act" means the Companies Secretaries Act, 1980 (56 of 1980)
- b) "Institute" means the Institute of Company Secretaries of India,
- c) "Companies Act" means the Companies Act, 2013 (18 of 2013);
- d) "Regulation" means The Company Secretaries Regulation, 1982 (as amended time to time)

- e) "Company Secretary" means a person who is a member of the ICSI;
 - f) "Council" means the Council of the Institute constituted under the Act;
 - g) "Committee" means Student Disciplinary Resolution Committee constituted by the Council under Regulation 55A of the Company Secretaries Regulations, 1982.
 - h) "prescribed" means prescribed by regulations made under this Act;
 - i) "Trainee" means student of ICSI undergoing any training as prescribed in the Regulation.
 - j) "Trainer" means Company/PCS/Firm registered with the Institute for imparting training.
 - k) "Complaint" means any allegation, misconduct, dispute, grievance made in a manner prescribed in this guideline(s).
 - l) "Company" means any body corporate and includes a firm or other association of individuals;
 - m) "HoD/Director" shall mean Head of Directorate of Training
- 2) Words & expressions used but not defined in these guidelines and defined in the Companies Act, 2013 (18 of 2013) or the Company Secretaries Act, 1980 (56 of 1980) respectively, shall have the same meanings respectively assigned to them under those Acts.

8.4 Procedure for Redressal of Complaint

8.4.1 Procedure for filing of Complaint

- 1) A Complaint against a Trainee/Trainer shall be filed by the Complainant in the Form as prescribed, in triplicate before the Director/HOD, Training in person or by post or courier (**Annexure 8.1**).

PROVIDED that in case of a Complaint filed against a Member of the Institute, Trainee shall file a Complaint against the Member under Section 21 of the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007

- 2) A Complaint filed by or on behalf of a Company, shall be accompanied with 'Authorization Letter' duly issued by the Company, as the case may be, specifically authorizing an officer or a person to make specific Complaint on behalf of the Company.
- 3) Every Complaint received by the Director/HOD, Training shall be acknowledged by e-mail with an acknowledgement number within 05 working days.

8.4.2 Fee for filing of the Complaint.

- 1) Every Complaint shall be accompanied by a fee of Rs.1000/- per case or as prescribed by the Institute time to time.

- 2) The fee shall be paid in the form of a demand draft drawn on any Scheduled Bank in India in favour of "The Institute of Company Secretaries of India" payable at "New Delhi".
- 3) The fee once paid shall not be refunded under any circumstance, whatsoever PROVIDED that no additional fee shall be payable if the Complaint is re-submitted after rectification of defect.

8.4.3 Constitution of Committee

- 1) The Council for the resolution, investigation of the Complaint received under these Guidelines shall constitute a Committee known as "Student Disciplinary Committee".
- 2) The Chairman TEFC shall be the Chairman of the "Student Disciplinary Committee". "Student Disciplinary Committee" shall consist of at least two Council Members, The Chairman TEFC and the Director/HOD, Training, to discharge functions under these guidelines.
- 3) The Quorum for any meeting of the said Committee shall be two members that shall include The Chairman, Student Disciplinary Committee for all purposes of the Committee.
- 4) The President, ICSI, every calendar year, shall be authorised to nominate two Council Members for the "Student Disciplinary Committee" as mentioned above.
- 5) Term of office of members of the Committee - A person appointed as a member of the said Committee shall hold office for a period co-terminus with the term of the President. In case of vacancy arises due to any reason like resignation, death etc., the President, ICSI, shall nominate another member from the Council for the unexpired term of the President.

8.5 Mediation & Investigation

8.5.1 Mediation

a) Resolution of Complaint by the Head of Directorate of Training

- 1) On receipt of the Complaint, the Director or an officer or officers authorized by the Director, within 15 working days, shall counsel the Trainee or Trainer or both in order to reach an amicable settlement of the Complaint.
- 2) Where a settlement has been arrived, the Director/HOD, Training or an officer(s), as the case may be, shall record the settlement so arrived and provide the copies of the settlement as recorded to all the parties to the Complaint.
- 3) All the Complaints settled through counselling shall be informed to the Student

Disciplinary Committee in writing.

- 4) Where amicable settlement has not been reached between the parties an investigation shall be carried out by the Student Disciplinary Committee, the process for which is given below.

b) Resolution of Complaint by the Student Disciplinary Committee

- 1) The Director or an officer or officers authorized by the Director/HOD, Training shall prepare its Preliminary findings of the complaint within 21 working days from the date of receipt of the complaint and same may be forwarded to the said Committee for advice as to whether to register the complaint (or not), which requires further investigation.
- 2) The Director or an officer or officers authorized by the Director can also advise the said Committee, based on the preliminary findings, to counsel both the Parties for amicable resolution of the Complaint.
- 3) The said Committee, as the case may be, advice the Director or officers authorized by the Director/HOD, Training to further scrutinize the Complaint or register the Complaint for further investigation or resolve the same by counselling.
- 4) The Director/HOD, Training shall, after further investigation as advised by the said Committee, place his view/opinion before the Committee within 15 working days.
- 5) The said Committee shall follow summary disposal procedure in accordance of Principles of Natural Justice, while dealing with the Complaints under these Guidelines.

8.5.2 Procedure of Investigation on the recommendation of the Committee

- 1) The Director or officers authorized by the Director, within 15 working days from date of Receipt will send a copy of the Complaint, to the Trainee/Trainer at the address as mentioned in the Institute record as well as to the registered e-mail id of the Trainee/Trainer.
- 2) The Trainee/Trainer, who has been informed of the Complaint filed against him (hereinafter the "Respondent") shall, within 21 working days of the receipt of a copy of the Complaint, or within such additional time, not exceeding 30 working days, as may be allowed by the Director, forward to the Director, a written statement in his/her defence.
- 3) On receipt of the written statement, if any, the Director/Officer may send a copy thereof to the Complainant and the Complainant shall, within 21 working days of the receipt of the copy of the written statement, or within such additional time, not exceeding 30 working

days, as may be allowed by the Director, forward to the Director, his/her rejoinder on the written statement.

- 4) On perusal of the Complaint, the respondent's written statement, if any, and rejoinder of the complainant, if any, the Director may, at its sole discretion, call for such additional information or documents connected therewith either from the Complainant or the Respondent or any third party or parties, as he may consider appropriate.

PROVIDED that if no reply is sent by the Respondent within the time allowed or by the Complainant within the time allowed, the Director shall presume that the Respondent or the Complainant, as the case may be, have nothing further to state and take further action accordingly.

- 5) The Director or an officer or officers authorized by the Director shall examine the Complaint, Written Statement, Rejoinder, if any, and other additional information or documents, if any, and form a *prima facie* view on the respondent being guilty of any Misconduct, shall place his opinion along with the Complaint and all other relevant documents before the said Committee.

8.5.3 Actions by the Committee

1. If the Committee is of the opinion that Trainer/Trainee, as the case may be, is guilty of alleged act or omission in Complaint, it shall afford to the Respondent an opportunity of being heard before passing any order against him and if unsatisfied by the response, may thereafter take any one or more of the following actions namely : -

a) For the Trainee as per the Company Secretary Regulations (as amended):

Minor Penalties

1. Reprimand the trainee
2. Forfeit the fee submitted for an exemption application.
3. Impose such fine upto Rs.20,000/- as it may think fit
4. Any exemption granted shall be cancelled and the student will need to undergo training again.
5. Direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 46 BB, 46AA and 46AB, 48 and 50 of the Company Secretaries Regulations, 1982 (as amended from time to time).

Major Penalties

1. Cancel or suspend his registration as a student
2. Suspend or debar the trainee from appearing in any one or more examinations of the Institute depending on the gravity of the complaint.
3. Declare that such a candidate is not fit and appropriate person to be admitted to the Associate

4. Membership of the Institute

b) For the Trainer (in case of Company)

Minor Penalties

1. May issue A 'Warning Letter' with Instructions to the Company
2. Impose such fine upto Rs.50,000/- as it may think fit

Major Penalties

1. Cancel registration for a period of imparting training as decided by the Committee
2. Blacklist the Company for imparting training and put the same on the website of the Institute

c) For the Trainer (in case of PCS) Already mentioned under 8.4.1. above.

8.6 Withdrawal of a Complaint

1. The Director/HOD, Training, on receipt of a letter of withdrawal of a Complaint by the Complainant, shall place the same along with his recommendation before the said Committee.
2. The said Committee, as the case may be, may, if it is of the view that the circumstances so warrant, permit the withdrawal, at any stage, including before or after registration of the complaint:
3. The Complaint can also be deemed to be withdrawn in case the grievance is resolved during the counselling, to the satisfaction of both the Parties.

8.7 Appeal to the Authority

- 1) Any Trainer/Trainee aggrieved by any order or the imposition of action(s) (referred under clause 8.5.3) against him/her/it by the said Committee, may within 90 working days from the date on which the order is received by him/her/it, prefer an appeal to the Appellate Authority (the President of the ICSI).

Provided further that the Authority may entertain any such appeal after the expiry of the said period of 90 working days, if it is satisfied that there was sufficient cause for not filing the appeal in time.

- 2) The Authority may, after calling for the records of any case, revise any order made by the said Committee and may —
 - a) Confirm, modify or set aside the order;
 - b) Impose any action(s) or set aside, reduce, or enhance the action(s) imposed by the order;
 - c) remit the case to the said Committee for such further enquiry as the Authority

- considers proper in the circumstances of the case; or
- d) Pass such other order as the Authority thinks fit:

Provided that the Authority shall give an opportunity of being heard to the Parties concerned before passing any order.

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]**

1. That I am a Member of the Institute of Company Secretaries of India bearing Membership No.; AND
That I *am not* 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. I am not a Member of the Institute of Company Secretaries of India.
2. 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.
3. 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]*
4. 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.
5. 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.

(Name of RO / Chapter)

STUDENT INDUCTION PROGRAMME (SIP)

TRAINING COMPLETION CERTIFICATE

This is to certify that Mr. /Ms. _____ student bearing Registration No._____ has attended & successfully completed the Student Induction Programme for CSEET registered students organized by (RO / Chapter) _____ of the ICSI on _____ (DATE/ MONTH/YEAR).

The student is now eligible for enrolling in the CSEET examination.

Given and issued at _____ on _____ .

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

(Chairperson)
(RO/Chapter)

ANNEXURE 3.2

COURSE CONTENT OF STUDENT INDUCTION PROGRAMME

Session 1
Knowing about ICSI and the profession of Company Secretaries
Session 2
A Journey from a student to a Company Secretary
Session 3
Syllabus and learning Methodologies, availability of free online classes, Pattern of Examination

ANNEXURE 3.3(i)

(Name of RO / Chapter)
THREE DAYS ORIENTATION PROGRAM (TDOP)
TRAINING COMPLETION CERTIFICATE

This is to certify that Mr. /Ms. _____ (Name of the student) bearing Registration No. _____ (student's Executive Registration No.) has attended and successfully completed the Three Days Orientation Program (TDOP) organized by _____ (Name of the RO / Chapter) applicable to CS Executive Students.

The student is now eligible for enrolling in the examination.

Given and issued at _____ (Place of RO/Chapter) on this _____ day of _____ (month & year).

(Name)
(Programme Coordinator)
(RO/Chapter)

(Name)
(Chairman/Chairperson)
(RO/Chapter)

ANNEXURE 3.3(ii)

(Name of RO / Chapter)

**THREE DAYS ORIENTATION PROGRAM (TDOP)
TRAINING COMPLETION CERTIFICATE
Through Webinar Mode**

This is to certify that Mr. /Ms. _____ (Name of the student) bearing Registration No. _____ (student's Executive Registration No.) has attended and successfully completed the Three Days Orientation Program (TDOP) organized by _____ (Name of the Host Chapter/RO) through Webinar mode applicable to CS Executive Students.

The student is now eligible for enrolling in the examination.

Given and issued at _____ (Place of Chapter) on this _____ day of _____ (month & year).

(Name)
(Programme Coordinator)
(RO/Chapter)

(Name)
(Chairman/Chairperson)
(RO/Chapter)

CONTENT / SYLLABUS OF TDOP - 2025

Chapt er	Topics	
1	Know your Institute	DAY ONE
2	CS profession and opportunities for CS	
3	The Syllabus of Executive & Professional	
4	Benefits of OT Classes and Details of Centres	
5	How to prepare for CS Examination	
6	Pre-Examination Test	DAY TWO
7	Enrolment procedure in examination and pattern of examination	
8	Role, Responsibility and Functions of a Company Secretary	
9	MS Office	
10	Know Your Website	
11	Modalities of Practical Training for CS students	DAY THREE
12	How to become a Member of the Institute	
13	The skills and aptitude of a Company Secretary	
14	How to pursue CS as a career to be a successful professional	
15	Communication Skills	

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)

ANNEXURE 4.2

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 ● Dinning, ● 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	Importance of verbal and written communications in the	<ul style="list-style-type: none"> ● Organizational Communications

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	<p>CS Profession</p> <p>Written Communication:</p> <ul style="list-style-type: none"> • Business Correspondence • Official Letters • Internal Departmental Communications <ul style="list-style-type: none"> – office notes, proposals for approval, • 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 	<ul style="list-style-type: none"> • Channels of Communications • Grape wine and its effects
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>
<p>Legal Skills - 1</p> <p>Understanding Law and applying Law</p>	<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, 	<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.

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	<ul style="list-style-type: none"> • Interpretation of case law / orders • Application and implementation of law • Understanding compliance systems and procedures 	
Legal Skills -2 Basic / Legal Drafting	<p>Secretarial Drafting –</p> <ul style="list-style-type: none"> • Notice for Meetings - Board, Committee and General Meetings; • 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>Practical Examples of basic documents</p> <ul style="list-style-type: none"> – Notices of Meeting, Agenda, Minutes, Resolutions, Reports etc
Legal Skills -3 Advanced Legal Drafting / Skills	<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>
Legal Skills-4 various regulators related to CS Profession	<p>Visits by and interaction with various Regulators Related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI, SAT, Stock</p>	<p>How to do research?</p> <p>Introduction to various Regulators related to the CS Profession namely MCA, ROC, RD, OL, SFIO, NCLT, NCLAT, SEBI,</p>

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	Exchanges, Depository, RBI, CCI, IBBI, TRAI, IRDA etc.,	SAT, Stock Exchanges, RBI, CCI, IBBI, TRAI, IRDA etc., – their role and functions
Management Skills – 1 Workplace Management	<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 ● Self-analysis, planning and prioritising, ● Time Management ● File Management ● Meeting the daily work targets <ul style="list-style-type: none"> – 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>Companies</p> <ul style="list-style-type: none"> ● Understanding the business of an organization <ul style="list-style-type: none"> – business model, ownership, clientele, output, vendors, ● Understanding organisational structure ● Organisational Behaviours – motivation, leadership, group dynamics etc., <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
Management Skills – 2 Meeting Management – Board / Committee / Shareholders / Management Meetings	<ul style="list-style-type: none"> ● Practical aspects of meetings <ul style="list-style-type: none"> – Date, time and venue of meeting; – Sending notice and agenda of the meeting meetings in time; – 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

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
Management Skills – 3 Confidentiality, Security and Compliances	<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
IT Skills -1 E-Governance & working on Online Platform	<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, Social Media, Cloud Computing, 3D Printing • Use of technology for enhancing office efficiency and effectiveness • All about mobile applications, 	<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, returns under</p> <ul style="list-style-type: none"> – 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	<p>Practical problems in the company law (upto the syllabus covered in Executive Programme)</p> <ul style="list-style-type: none"> • Private Placements • ESOPs / Sweat Equity • Search Report for Charges • MCA 21 and practical aspects for submission and certification 	Practical problems in the company law (upto the syllabus covered in Executive Programme)

Contents	Classroom EDP (15 Days)	E-Mode EDP (15 Days)
	of various forms <ul style="list-style-type: none"> ● 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 	
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 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)

LETTER OF TRAINING
(To be issued on the letter head of Company)

Name of the Trainee : Date of Joining:

Registration No. : Duration of Training:

I _____ bearing CS Membership No. (ACS/FCS No, if applicable) (herein referred to as Trainer) and Company Secretary/authorized Signatory of _____ (Company /Entity Name) pleased to offer a letter of training to _____ (Name of the student) bearing (Registration No.) (herein referred to as trainee) for a period of 21 months/balance training starting from _____(date of joining). The student has previously undergone training (if applicable) under _____ to _____(leaves taken (optional)).

The Institute is requested to register the training of the student and issue Sponsorship Letter for undergoing practical training of 21 months/balance training. The trainee would be paid a stipend of Rs.____/-through Online/Bank transfer.

Both of us do hereby undertake that we have read and understood the training guidelines as prescribed by the Institute. The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines. In case he / she (Trainee) taking transfer after probation period as exceptional case then he / she has to serve a notice period of 60 days for smooth handing over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee.

Further, both of us will abide by the moral & professional rules as laid down by the Institute from time to time.

Place :

Date :

Signature (Trainer) & Stamp

Signature (Trainee)

Name

Name

Designation

Registration No.

Membership No.

Date of joining

Office Address:

Duration:

(where training is to be imparted)

TRAINING CONTRACT

(For Long Term Training under PCS)

THIS CONTRACT is made and executed at _____ (day) on _____ (month) of _____, (year).

BETWEEN

CS _____ having Membership No. _____ and Certificate of Practice No. (CoP No.) _____ [*Company Secretary in Practice*)/*Partner in M/s.* _____] [*Name of the PCS firm*] office at _____ (hereinafter referred to as the "**TRAINER**") of the "**FIRST PART**".

AND

Mr./Ms. _____ (**Name of the Student**) bearing Student Reg. No. _____ Son/ Daughter of _____ (Name _____ of _____ Parent/Guardian _____ R/o _____) (hereinafter referred to as the "**TRAINEE**"), of the "**SECOND PART**".

The "**TRAINER**" and the "**TRAINEE**" are hereinafter, collectively referred to as the "**PARTIES**" and individually as a "**PARTY**".

WHEREAS, Trainee is a student of the Institute of Company Secretaries of India (ICSI) and subsequent to completion of Executive Development Programme (EDP), wish to take long term practical training on whole time basis under a Practicing Company Secretary. Particulars of the Trainee is enclosed herewith as **Part A**.

AND WHEREAS, the Trainer is duly registered with the Institute of Company Secretaries of India (ICSI) for the purpose of imparting training to CS Trainees, and intends to engage trainee(s) for official assignments and to provide them with practical exposure to various facets of the Company Secretarial work. Particulars of the Trainer/Company Secretary in Practice is enclosed herewith as **Part B**.

NOW THEREFORE, the Trainer and the Trainee, after going through the relevant provisions of the "ICSI Student Training Guidelines-2024" have agreed to enter into this Contract, of which, understanding and consent are hereby acknowledged in terms of the mutual covenants, mentioned herein below:

I. DURATION OF TRAINING:

The training shall commence on _____ and continue for a period of _____ months, subject to the satisfactory performance and adherence to the agreed terms & conditions stipulated herein.

II. NATURE OF TRAINING:

The training shall comprise structured, supervised, and practical exposure across various areas of the prescribed curriculum of the Company Secretaryship Course, including but not limited to:

- Corporate and Allied Laws (including Insolvency)
- Securities Laws
- Tax Laws (Direct and Indirect)
- Corporate Governance / ESG / CSR
- Financial Management
- Economic and Business law
- Audit and Corporate Funding
- Labour Laws and Industrial Relations
- Legal Drafting, Arbitration & Mediation
- Corporate Funding and Due Diligence
- Appearance and representation before regulatory authorities such as MCA, NCLT, RBI, SEBI, ED, etc.
- Arbitration & Mediation Proceedings
- Emerging areas including Artificial Intelligence (AI) and Cybersecurity

III. OBLIGATIONS OF THE TRAINER:

- (a) To provide a structured and conducive environment for learning to enable trainee to acquire the acumen and practical learning of the Company Secretaryship.
- (b) To impart knowledge and supervise the work of the trainee.
- (c) To offer fair and timely feedback on the trainee's performance, incase required by the Institute.
- (d) To ensure that the trainee is engaged in diverse assignments relevant to professional development.
- (e) To utilize the Trainee's services strictly for professional assignments.
- (f) That the services of trainee shall be used only for the professional work.
- (g) In case of any mis-happening/death of the trainer during the said terms, his legal representative shall grant a Certificate of Training Completion to the trainee in the appropriate form, for the undergone period of training.
- (h) In case the trainer ceases to be in practice as a Company Secretary or in any way become incapable of continuing in the intended profession/practice during the said term, the trainer

will make the necessary arrangements, as far as practicable, for the completion of the remaining duration of training with some other member, eligible to impart training to the trainee and issue the certificate thereof, in the appropriate form for the period of training undergone with him.

- (i) The trainer, within 30 days from the date of completion of every quarter of training, shall submit online quarterly reports to the Institute, mentioning the progress/learning of the trainee.
- (j) Subsequent to successful completion of training, to issue, duly signed and stamped Training Completion Certificate (in the prescribed format), specifically indicating total duration of training and leave availed by the trainee.
- (k) No Trainer shall engage trainee(s) of any other Institute/organization, for the term, coinciding/ overlapping with the training of the CS trainee, except with the prior permission of the Institute.

IV. OBLIGATIONS OF THE TRAINEE:

- (a) To maintain discipline, confidentiality and professional ethics.
- (b) To abide by the working hours, office policies and instructions of the Trainer
- (c) To complete assignments diligently and seek clarifications, as and when needed.
- (d) To maintain regular attendance and notify the trainer in case of absence/ leave.
- (e) To obtain the quarterly report from the trainer as and when required.
- (f) To extend training in case of excess leaves availed during the training period.
- (g) To prepare and submit a Project Report to the Institute (in the prescribed format) on the training undertaken by the trainee.

V. STIPEND:

- (a) The Trainer shall endeavor to pay a stipend higher than the minimum amount prescribed by the Institute, however, under no circumstances shall the stipend paid be less than the minimum amount, so prescribed by the Institute from time to time. The stipend shall be disbursed on or before the 10th day of each succeeding calendar month and shall include payment of any period of authorized leave(s), if applicable.
- (b) Payment of stipends to the trainee shall be through Cheque/ online banking channels/ gateway, only.

VI. LEAVE POLICY:

- (a) The Trainee shall be entitled to _____ days of leave during the training period, as per Training Guidelines.
- (b) If the trainee avails any extra leave, the trainee shall be required to extend the period of training for such number of extra leaves.

VII. TRANSFERS:

In case required, either of the parties may seek/recommend transfer, subject to satisfaction of the criteria mentioned hereinbelow, as well as conditions, prescribed in the “Training Guidelines”:

S. NO.	DURATION OF TRAINING	NOTICE PERIOD	REQUISITE DOCUMENTS
1.	The first two (2) Months (Probation period) of Training	Fourteen (14) days' notice	Subsequent to completion of the Notice Period, Trainee shall submit: (i) Self-declaration, requesting transfer in prescribed format.
2.	For the remaining period, after the probation	Sixty (60) Days' notice only in exceptional cases as per ICSI Training Guidelines OR Notice period as mutually agreed or can be reduced mutually in case of transfer by mutual consent of parties.	(ii) NOC from the existing trainer. (ii) Advance Notice of either Fourteen (14) days/ Sixty (60) days or as applicable.

VIII. DISPUTES:

In case of any dispute, the Parties shall amicably try to find resolution of the same, failing which matter may be referred to the Institute of Company Secretaries of India (ICSI) for its decision. The decision of the ICSI shall be final and binding on the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed these presents on the day, month and year first hereinabove written

Signature
By the “TRAINER”

Signature
By the “TRAINEE”

Signature
Witness 1

Signature
Witness 2

Annexure I

STATEMENT OF PARTICULARS TO BE SUBMITTED (IN DUPLICATE) FOR REGISTRATION AS A TRAINEE FOR LONG TERM TRAINING

(PART-'A')

Particulars of the Trainee:

1. **Name** (in block letters) :
2. **Student Registration No.** : (Specify if re-registration done)
3. **Particulars regarding passing of the Intermediate/Executive Programme Examination of the Institute:**

Examination	Group/Module(s)	Roll No.	Month	Year
Executive Programme	First			
	Second			

4. Details of One month EDP

ICSI-HQ or Name of Region/ Chapter	Date (from _____ to _____)	Completion Certificate received (Yes/no)

5. Particulars of previous training, if any :

- i. Name & Address of the trainer / Company Secretary in Practice :
- ii. C.P. Registration Number:
- iii. Date of commencement of training:
- iv. Date of termination of training:
- v. Duration of leave taken, if any:
- vi. Reason for taking transfer (if any):

6. Date of commencement of training under the present Trainer/Company Secretary in Practice:

7. Date on which the Contract of Training has been executed:

- i. Date of Purchase of stamp paper:

8. Period for which the Contract of Training entered into:

9. Whether the Contract has been executed:

- i. In the printed form without any modifications:
- ii. In duplicate and one copy kept by either party:

10.

- i. Whether the trainee is engaged in any other business or occupation:
- ii. If so, whether permission of the Council has been obtained (Quote letter no. & date)
- iii. If permission is not sought, please give full details of engagement and the date since when so engaged.

11.

- i. Whether the trainee has taken up any other course of study, academic or
- ii. If so, whether permission of the Council has been obtained and the trainee is agreed to compensate the minimum working hours as prescribed by the Institute (Quote Letter No. & date):
- iii. If permission is not sought, give full particulars of the course, timing of the classes held, working hours of the trainer, etc

I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Institute and the trainer within thirty (30) days, any change that may occur in the information furnished above during the period of my training for the purpose of Company Secretaries Regulations (amendments) 2020.

I undertake to abide by all the rules as may be in force from time-to-time during the period I am undergoing training.

Signature of the Trainee Date :

Place :

I declare that the particulars given above are true and correct to the best of my knowledge and belief. Counter signed by the Trainer/

Date:

Place:

Annexure II

PARTICULARS OF THE TRAINER/ (COMPANY SECRETARY IN PRACTICE) (PART- 'B')

1. Name:
2. Membership No. ACS/FCS:
3. CP No.: Issue Date:
4. Name of the firm of which the member is proprietor/partner:
5. Whether the member is engaged in any other business or occupation at present, if so, please give details:
6. Name of other trainees, if any, who are also undergoing training presently with the member and their registration number:

S. No.	Name of trainee	Student registration number	W.E.F. Date

I declare that the particulars given in Part 'B' above are true and correct to the best of my knowledge and belief and I undertake to intimate the Institute if any change that may occur in the information furnished in Part 'B' during the period of training of the trainee.

I further declare that:

- i. I have fully satisfied myself that the trainee is eligible to receive training, as such, under the Company Secretaries Regulations 2020 and as amended from time to time.
- ii. The Contract of Long-Term Training has been executed in duplicate.
- iii. I have fully satisfied myself that the Contract has been executed correctly in all respects.
- iv. One copy of the Contract of Training has been retained by me and the other has been given to the trainee.
- v. I shall be paying a stipend of Rs. _____ per month to the trainee.

7. Address for communication for Trainer

Tel. No. (R) _____ (O) _____

Mobile No. _____

Email Address: _____

Date : _____

Place :

Signature & Stamp of the Trainer

Self-declaration for the purpose of seeking transfer from one Trainer to another Trainer

Date:

To
The HoD
The Directorate of Training
The Institute of Company Secretaries of India ICSI House, C-36, Sector 62
Noida-201301.

Sir/Madam,

I, Mr./Ms. _____ (name in block letters) vide Student Registration Number _____ hereby applying for registration of balance training.

I do hereby solemnly declare as under:

- a) that my previous training was with _____ (name of organization/PCS) from _____ to _____.
- b) that I have fulfilled all the formalities as per the training regulations prescribed by the Institute.
- c) that I have taken transfer as an exceptional case(s) as specified in the training guidelines prescribed by the Institute.
- d) that I have taken transfer from M/s _____ (please mention the name of the previous trainer) on the ground _____ (please mention the reason for taking transfer which should be covered under the grounds as specified in the transfer guidelines of the Institute).

Thanking you

Yours faithfully

(Signature of the trainee)

Name of the trainee with registration number:

Mobile Number :

Email id :

CERTIFICATE OF ALTERNATE/SPECIAL ARRANGEMENT OF TRAINING/DEPUTATION OF TRAINING

I _____ of _____ (herein after referred as First Trainer) do hereby certify that Mr. / Ms. _____ is serving as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of _____ month and _____ days from _____ to _____ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

By mutual consent and with effect from _____ Mr. / Ms. _____ (trainee) is deputed to undergo training with _____ (herein after referred as Second Trainer) bearing ACS/FCS no. _____ for a period of _____ months (not exceeding 6 months as per Institute's guidelines) from _____ to _____.

Place :

Date :

Signature & Stamp

Signature & Stamp

First trainer

Second trainer

Name

Name

ACS/FCS No.

ACS/FCS No

CP No

CP No

I _____ have agreed for deputation of my training under CS _____ (second trainer) with effect from _____ at my own free will and endorse the contents of this certificate :

Place :

Signature of Trainee

Date :

Regn. No. _____

**APPLICATION FORM FOR PRACTISING COMPANY SECRETARIES (PCS) SEEKING
REGISTRATION TO IMPART TRAINING**

To

The Director/HOD Training Directorate of Training
The Institute of Company Secretaries of India C-36, Sector 62
Noida-201301

Sir,

I request you to register me for Imparting Training to the trainees sponsored by the Institute, in accordance with the Company Secretaries Regulations & as per guidelines prescribed by the Institute.

I hereby declare that, I am in whole-time practice as a Company Secretary and subsequently I give below my necessary particulars for your consideration:

Name (In Block Letters)

Membership Number

Certificate of Practice No. and Date of issue

Date, month and year from which in whole-time practice

Office Address (in Block Letters)

Appropriate office area (in measurement)

If office is shared, please indicate details there of

Telephone No. & E-mail id, if any

Address for correspondence (in Block Letters)

Broadly areas of Practice/Operations

i. No. of years in practice

ii. Working Hours

iii. Average annual gross income from practice
.....

No. of employees, other than the partner, if any, and their position
.....

No. of trainees to be engaged at a time
.....

Amount of monthly stipend payable
.....

Particulars of other business/occupation engaged in, if any
.....

i. Nature of business/occupation
.....

ii. Working Hours
.....

If earlier was in employment (as a CS) & started practice thereafter
.....

i. Years of experience (as a CS) in employment post membership
.....

ii. Name of previous organization
.....

I undertake to pay stipend as fixed by the Institute from time to time to the trainee engaged under me.

Yours faithfully,

Signature & Stamp

Date:

.....

Place:

SELF DECLARATION

(To be submitted by the PCS/Company at the time of registration for imparting training)

I Mr./Ms. _____, Son/ Daughter/ Wife of Shri _____ Resident of _____) do hereby declare that the information given above and in the enclosed documents and true to the best of my knowledge and belief, and nothing has been concealed therein. I am well aware of the fact that, if the Information given by me is proved false/not true, I will be liable for action as per the regulations & guidelines of the Institute. Also, if any benefits availed by me shall be summarily withdrawn.

Signature & Stamp

Name of Member: Date

ACS/FCS No Place

COP Number & issue date

(not required in case of a company)

Format of the Project Report

Contents:

List of Tables

List of Figures

Nominal definitions

I. INTRODUCTION.

- A. Broad introduction to thesis topic and method. Page or two.
- B. Statement of the Problem and Justification of study
- C. Need for the research. Who will be benefited? Discuss applied and scientific contributions.
- D. Aims and Objective of the study
- E. Review of Literature

Chapter II: METHODOLOGY

Selection of Variables

Data sources

Sampling

Statistical Tools

Scope of the study

Chapter - III : Organization of the Study and description

Chapter - IV: Analysis and interpretation about the topics

Chapter V. FINDINGS.

- A. Brief overview.
- B. Results of application of method;
- C. Descriptive analysis.
- D. Validity/reliability analysis.

Chapter VI. CONCLUSION.

- A. Summary of entire thesis in a few pages.
- B. Conclusions.
- C. Implications. Speculate about broadest possible consequences, both theoretical and practical. Labelspeculation clearly.
- D. Limitations. Theory, method.
- E. Suggestions for future research.

- APPENDICES.
- Questionnaire
- BIBLIOGRAPHY.

Certificate of Training Completion
(To be issued on the letter head of Company/PCS)

I, _____ Company Secretary (or Practicing Company Secretary) of _____ Do hereby certify that Mr./Ms. _____ Student Registration No. _____ has completed the prescribed training as sponsored by the Institute of Company Secretaries of India, Vide their letter No. _____ dated _____ under our organization for a Period of _____ months _____ days from _____ to _____ and his/her Progress was Satisfactory.

I, further certify that during the above-mentioned period he/she was given leave for _____ days

Place

Date

Company Secretary (or Practicing Company Secretary) :-

Signature & Stamp

Name

Designation

(Company Secretary/HR Head/Director)

ACS/FCS No

Certificate of Training of Discontinuance/Termination of Training
(To be issued on the letter head of Company/PCS)

I _____ of _____ do hereby certify that Mr./Ms. _____ served as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of _____ months and _____ days from _____ to _____ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character.

The training is terminated by mutual consent with effect from _____. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

The training was registered with the Institute of Company Secretaries of India vide Registration No. _____ dated _____.

Place:

Date:

Signature & Stamp

Name

ACS/FCS No

CP No

I have agreed for termination of my training under CS _____ with effect from _____ at my own free will and endorse the contents of his certificate :

Place

Signature of the Trainee

Date

Regn. No _____

ANNEXURE 6.1

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)**

Priority 1 (Mandatory)	<p>Inaugural – 1 Hour Mandatory Topics – 24 sessions Presentation by participants – 1 session Valedictory – 1 Hour (Total 25 sessions of 3(three) Hours each)</p>
Priority 2 (Optional)	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"> Principles of Company Law and its day-to-day applications (Eg Doctrine of Indoor Management, Constructive Notice). Understanding Charter Documents such MOA & AOA, shareholder agreement with case laws Important Definitions- with examples and case Laws. Art of Interpretation and reading sections with delegated legislation. Critical Sections of Companies Act on Management and operations of the company.
2.	Governance framework of Companies	<ul style="list-style-type: none"> Governance Principles, Interpersonal relationship in the Board, Chairman, KMP, Independent Directors, Nominee Directors, Committees Criticality in selection of independent Directors Manner of expressing different views, being firm on certain aspects How to prove that one has acted in good faith, with due care and diligence in

Sl. No	Name of the Session	Scope
		<p>discharging responsibilities of Directors.</p> <ul style="list-style-type: none"> Proxy Advisors & their role.
3.	Related Party Transactions & Loans, borrowings and investments with case studies	<ul style="list-style-type: none"> Provisions with cases for listed and unlisted companies Accounting Standards relating to Related Party Transactions
4.	Reading and Interpretation of Financial Statements (Balance Sheets, Profit & Loss Account)	<ul style="list-style-type: none"> Balance Sheet Analysis, reading, Importance of Ratio analysis, Trend analysis, comparative statements, Adjusted statements etc. Relevance of CS signing financial statements Interpretation of Audit Report & Notes to accounts. CARO 2020 Drafting responses to the qualifications in Audit report. Introduction of Accounting Standards & IndAS with special reference to AS 18/IndAS 24 Cost Audit Rules
5.	Manner of conducting Secretarial Audit and Auditing Standards issued by ICSI	<ul style="list-style-type: none"> CSAS 1 to CSAS 4 Their relevance in Misconduct cases, with examples, importance of audit trails, relevance of Management representation letter. Scope, preparation, drafting, auditing standards, techniques, due diligence, risk assessment etc.
6.	SEBI (LODR)	<ul style="list-style-type: none"> Case studies from SEBI orders/from informal guidance covering critical disclosures/compliances Time Based and Event Based Compliances Applicability and critical provisions for Equity, High Value Debt Listed Entities/Compliances with respect to issue of ADR/GDR Specific emphasis to regulations 29-31, 34 Time based and event based disclosures KMP related provisions Prior Intimations to Stock Exchanges

Sl. No	Name of the Session	Scope
		<ul style="list-style-type: none"> • Disclosure of Material Events/Information/Agreements • Submission of Holding of specified securities and shareholding pattern to Stock Exchanges • Preparation and submission/publication of Annual Report • Drafting and submission of Scheme of Arrangement
7.	Raising of Capital and SEBI (ICDR)	<ul style="list-style-type: none"> • Relevant provisions of Companies Act, 2013 and rules made thereunder Private Placement / Preferential Allotment etc. • Initial Public Offer by Small and Medium Enterprises • Pricing of frequently traded shares • Pricing in preferential issue of shares of companies having stressed assets • Optional pricing in preferential issue • Raising of Capital through Non-convertible Debentures • KMP related provisions • Important provisions of ICDR • Case studies
8.	CSR and Impact Assessment	<ul style="list-style-type: none"> • Preparation of CSR Reports • Impact assessment
9.	ESG (BRSR)	<ul style="list-style-type: none"> • BRSR Reporting through practical examples • Boards responsibility on BRSR • Integrating ESG into strategies • Ethical practices-case studies • Drafting BRSR • Assurance on BRSR • ICSI Guiding Principles on Stewardship
10.	GST	<ul style="list-style-type: none"> • Regulatory framework • Registration • Concepts and compliances • Litigation under GST
11.	Annual/ recurring Filings with different regulators by Companies-An over view	<ul style="list-style-type: none"> • Annual and other filings under Companies Act, SEBI Regulations, etc. • Compliance Calendar
12.	Team Building exercise through Management Games	<ul style="list-style-type: none"> • Management Games to be conducted by the faculty for Team Building exercise

Sl. No	Name of the Session	Scope
		<p>such as SWOT Analysis Game, Shark Tank Pitch, Two truths, one lie, One word exercise, Common thread, Your first idea (indicative) etc.</p> <ul style="list-style-type: none"> • To be conducted on 6th or 7th Day
13.	POSH	<ul style="list-style-type: none"> • What is harassment? • What is not harassment? • Cases • Need & Importance of POSH Committees, its Constitution, Complaint filing and Enquiry process • Final order • Annual Compliances
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"> • FDI Routes in India • FDI Policy • Regulatory Framework for FDI in India • Through Case Studies • ECB • ODI • Concept and Difference between Compounding / Condonation and Adjudication. • Review of recent adjudication orders. • Procedures & process to be followed under Companies Act and FEMA • Important Sections where heavy penalties / fines are imposed • Offenses where compounding is not possible with special emphasis on non-compoundable offences
15.	A session on Professional Opportunities	<ul style="list-style-type: none"> • Recognition and Opportunities of Company Secretaries including International Opportunities • Opportunities for CS in BFSI sector, IFSCA • Opportunities for CS in Internal Audit • Opportunities for CS in Valuation • International Courses which offer exemptions to CS examination
16.	Setting up of practice	<ul style="list-style-type: none"> • Practical aspects of Practice set-up by Company Secretaries. • Dos and Don'ts for PCS • Basic Infrastructure Requirements Areas of Practice

Sl. No	Name of the Session	Scope
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"> Professional Misconduct under CS Act, 1980 and CS Regulations, 1982 from the perspective of members in practice and employment The ICSI Management and Development of Company Secretaries in Practice(PCS) Guidelines, 2023 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)
18.	Cyber security, social media, AI, Machine tools etc	<ul style="list-style-type: none"> 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 Restrictions in handling information which may be treated as UPSI Usage of Software(s)/AI Tools for Board Meetings
19.	Practical aspects of Direct Taxes	<ul style="list-style-type: none"> Tax Audits and critical aspects of taxation in corporate decisions. Appearance before Income Tax Authorities including ITAT
20.	Corporate Restructuring	<ul style="list-style-type: none"> Practical aspects of buy-back/delisting/reduction of capital Filing merger petitions and practical processes Drafting Scheme of Mergers & Acquisitions Different meetings processes under M&A
21.	SEBI SAST and Prohibition of Insider Trading Regulations	<ul style="list-style-type: none"> Important provisions of SEBI (SAST) Regulations, 2011 Provisions relating to Open Offer

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

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

PRIORITY -2 (OPTIONAL)

Sl. No	Name of the Session	Scope
1.	Competition Law	<ul style="list-style-type: none"> • Important provisions of the Competition Act and its applicability. • Competition Commission of India & its functions. • Case Laws on anti-competitive practices • Application to/appearance before CCI and NCLAT
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"> • Offences impacting the Company Secretaries • Procedure relevant in Cases against the companies • Important principle of Evidences

Sl. No	Name of the Session	Scope
3.	Art of Advocacy, Drafting, Pleading, Art of Representations, including representation before Tribunals	<ul style="list-style-type: none"> • Art of Advocacy • Preparation for pleadings • Drafting of MOA • Drafting of NCLT applications • Dress Code for appearing
4.	Societies Trusts NGOs, Social Stock Exchange & Social Audit	<ul style="list-style-type: none"> • Registration, compliances • Concept & Importance of Social Stock Exchange • Concept of Social Impact Assessment, Eligibility, Process & Audit Tools and Reporting
5.	MSMEs & Start ups	<ul style="list-style-type: none"> • Registration, Compliances, Legal provisions, subsidies etc.
6.	Stamp Duty Laws	<ul style="list-style-type: none"> • Importance of Stamp Duty laws • State & Centre matters and its differentiation • Major Documents and its duty chart • Applicability of Stamp duty under Companies Act • Adjudication of stamp duty and process to be followed. • Role of Company Secretary • Evidential value of unstamped document
7.	Opportunities under Maritime Laws	<ul style="list-style-type: none"> • Laws relating to Seas • International Maritime Organization (IMO) compliances and Maritime Regulations • Maritime Dispute Regulations • Shipping Finance

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**

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

Priority I (Mandatory) (Total sessions -28 sessions)			
	Inaugural	1 Hour	Inaugural session
1.	Management and Team building Sessions (1 st Day Sessions)	2 sessions	Team Building - 1 session
			Time Management - 1 session
2.	Personality Development, Professional Etiquette, Professional Ethics along with Behavioural skills (2 nd and 3 rd 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 th 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 th Day sessions)	2 sessions	Advanced IT Tools and Techniques – 2 sessions
5.	Public Speaking, Presentation and Negotiation skills – I (6 th Day session)	1 session	Presentation Skills and Influencing Skills – 1 session
6.	Professional Representation Skills – I (6 th 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 th Day session. To be conducted well in advance)	1 session	Practical aspects of How to conduct Board Meetings (Annual Board Meeting/Pre-AGM Board

Priority I (Mandatory) (Total sessions -28 sessions)			
	before commencing the part – II of this topic)		Meeting) and related aspects for making participants ready for Board Meeting Role Play – 1 session
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 th 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

Priority I (Mandatory) (Total sessions -28 sessions)			
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 th 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 (<i>Presentation by Students</i> . To be conducted on 14 th Day of CLDP)	2 sessions	Presentation on any topic related to the profession - 2 sessions (Topic to be assigned on 1 st Day from the list of topics)
	Valedictory	1 Hour	Valedictory session

Priority 2(Optional) (4 sessions) (Choose one from these sessions)			
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 1st 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 1st 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
PRIORITY 1 (MANDATORY) (28 SESSIONS)	

1. Management and Team Building Skills (2 Sessions)
 (consisting of Team Building -1 session and Time management 1 session)
 (1st 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>	<p>Faculty should facilitate team building games and evaluate and guide to work as team.</p>	<p>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>	<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.				
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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)
(2nd and 3rd 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 & in-house meetings, travel, social, mobile, press conferences, seminars & 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>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 the engaging 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>To include a session on 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 & ironed dress which fits properly, colour choices preferred for Professionals, sober Hair styles, neatly polished shoes, usage of Mild perfumes etc.</p>				
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Professional Ethics and Conflict Management and Ethical Dilemmas (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)
To provide the students the knowledge of professional ethics, core principles in diverse professional scenarios, Skills of conflict management and ability of	To include a session on Professional Ethics, Core Principles specific to Professional Areas, Differentiation between Ethics, compliance and governance, Ethical dilemmas	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.	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	Students should get clear understanding of professional ethics, Knowledge of core ethical principles, the clear	Faculty guidance on Professional Ethics and Conflict Management and Ethical Dilemmas session and conducting activities : 20%

dealing with Ethical Dilemmas situations	<p>in corporate, regulators, and boardroom with examples of Ethical Dilemmas and How to Approach Ethical Dilemmas, Ethical decision making, Types of conflicts and ethical leadership and conflict management.</p> <p>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.</p>	Preference may be given to Company Secretaries/Other Professionals working for corporates	clear understanding of 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	understanding of Ethical Dilemmas and able to resolve these dilemmas, Type of conflict, the strength of ethical leadership and conflict Management	<p>Participation of students in the activities : 70% - real life scenario and ethical decision making.</p> <p>Conclusion: 10%</p>
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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) (4th 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	Outcome	Guiding principles (These are guiding principles and freedom shall be given to faculty to decide the flow of the session

			given freedom to decide)		under this guidance)
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%

Crisis Management through situations (3 Hours) (1 session)

Objective	Scope/Coverage	Faculty Skill sets	Expectations from Faculty (The examples mentioned below are just for	Outcome	Guiding principles (These are guiding principles and freedom shall be given to
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			guidance and faculty should be given freedom to decide)		faculty to decide the flow of the session under this guidance)
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)
(5th Day sessions)**

IT Tools and Techniques (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)
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.

5. Public Speaking, Presentation and Negotiation skills – I (1 session)
 (consisting of Presentation Skills and Influencing Skills - 1 session)
 (6th Day session)

Presentation Skills and Influencing Skills (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 improve communication skills, increase confidence level, to enhance public speaking skills and	Indicative topics: Important aspects of giving power point presentations Impromptu speeches	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	Enhanced confidence and positivity overcoming stage fear Making participants ready	Faculty guidance : 10 % Student Participation : 90 %

To improve audience engagement skills	Speech about what students have learnt in practical training Speech on any three life lessons learnt by them on any topic Speech on any person who inspired		audience. Guiding on different styles of presentation.	for different presentations 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	To guide the students the practical aspects of Court/NCLT/ NCLAT procedures including drafting of petitions, court crafts etc. The topics/cases for the Moot Court/NCLT/NCLAT to be given by the faculty	Students should be relatively familiar with Court/NCLT/ NCLAT rules and procedures.	Student participation : 30% Faculty Guidance: 70%

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.	Pre-requisites for Board Meetings (Pre-AGM Board meeting/Annual Board Meeting) Essential aspects for conducting Board Meeting including guiding on important areas of disputes in Board Meetings Due diligences during the Board Meetings Latest AI and IT Tools used for Board Meetings Pre and Post Board Meetings compliances Preparation, Drafting and circulations of Agenda and Minutes How to prepare the Annual Report	Senior Company Secretary	Trainer should have deep knowledge of corporate laws, secretarial standards, and compliance requirements. Guide participants through step-by-step processes of conducting Board Meetings, ensuring compliances and preparation of Annual Report. Encourage discussions, Q&A sessions, and scenario-based problem-solving exercises. Keep participants informed of recent amendments, regulatory changes, and industry best practices, practical challenges, live examples, applicable AI and IT Tools	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. The students will also understand Board meeting related compliances and preparation of Annual Report.	Faculty Guidance : 70% Student Participation : 30%

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 13th 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 (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 role of legal interpretation in drafting well-reasoned opinions and develop the understanding of applications of laws to the practical situations	Important principles of Interpretation of Corporate and Taxation Laws How to read laws including Companies Act, 2013 and rules made thereunder and SEBI Act and regulations Principles of applications of laws to Practical situations Case Studies and examples	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	Faculty Guidance : 80% Student Participation: 20%

Art of Opinion Writing (3 Hours) (1 sessions)

(Topic for opinion writing should be given in this session. The participants should submit the written opinion on given topic by 13th Day of CLDP)

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 impart skills and techniques required to draft clear, concise, and well-reasoned legal opinions	Art of writing advisory/opinion Critical aspects to be considered while writing opinion	Senior Practising Company secretary /Senior Advocate	The faculty should educate the students the Art of writing advisory/opinion and important aspects to be considered while writing opinion	Enhanced skills in understanding the situations and the application of law in a given situation and students should be able to write legal opinions	Faculty Guidance: 50% Students Participation: 50%

			The faculty should give Topic 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)
To provide students with real-world insights and practical guidance on effective liaisoning with Ministries and Regulatory bodies	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	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 the senior practicing professional undertaking professional assignments involving Networking, Relationship Building, liaisoning.	Conducting the session with conceptual clarity, focus on skill development, impart application based knowledge through case laws and real life examples To cover the regulatory aspects, structural and operational perspective, Risks and challenges and Global trends	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. Students should understand the strategic	Faculty guidance : 70% Participation of students in the activities : 30%
To educate the students how multi-disciplinary partnerships are transforming Professional Service					

Landscape and Benefits of MDPs	<p>importance of documentation, 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 liaisoning, dealing with Ministries & Regulators, Managing non-cooperation and Role plays, Case Studies and real life examples on Successful liaisoning</p> <p>Regulatory and Legal Aspects of MDPs</p> <p>Structures of MDPs</p> <p>Operational Aspects of MDPs</p> <p>Risk and Challenges</p> <p>Global Trends on MDPs</p>			importance of 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 evolving as CS and apprising about the career opportunities	How to be a successful Company Secretary Career Opportunities Real life situations and examples	Senior Company Secretary	Guiding the students how to face the challenges as CS and career opportunities	The students should be confident to face the challenges and be aware about the Career Opportunities	90% Faculty 10% Students
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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)
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Group Discussions (3 Hours) (1 session)

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: <ul style="list-style-type: none"> 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.
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Mastering Negotiation Skills: Definitions, Benefits, and Examples (Alternate Dispute Resolutions) (3 Hours) (1 session)

To sensitize the students the strategic advantages of negotiation in resolving conflicts, building relationships, and achieving mutually beneficial outcomes during professional engagements.	To include a session on Important Definitions under Negotiation, 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	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 the professional having good exposure of Alternate Dispute Resolution processes	Conducting the session with Conceptual clarity, Imparting clear understanding of 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	Students should get improved negotiation and conflict 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	Faculty guidance on imparting Negotiation Skills session 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)

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 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)

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
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			should be given freedom to decide)		the session under this guidance)
To equip participants 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.	General Meetings Simulations in accordance with SS-2 through General 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.	<p>Simulate realistic general meeting scenarios.</p> <p>Explain legal, procedural, and compliance aspects.</p> <p>Guide participants on communication, stakeholder management, and resolution of queries.</p> <p>Facilitate engagement through case studies and role-play exercises.</p>	<p>Participants gain confidence in conducting and participating in general meetings.</p> <p>Understanding of compliance, procedures, and stakeholder management.</p> <p>Improved communication, negotiation, and decision-making skills in meetings.</p>	<p>Facilitator/Moderator Participation: 10%</p> <p>Student Participation : 90%</p>

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)

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 understand the cross-border requirements and understand the scope of International opportunities	Benchmarking of ICSI Qualification International MOUs Association with International Organisations	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%

<p>International Opportunities for CS Professionals</p> <p>ICSI Overseas Presence</p> <p>Opportunity to connect with experienced professionals, academicians, and global thought leaders through the ICSI International Conference and Middle East Conference.</p>				
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16. Public Speaking, Presentation and Negotiation skills – III (1 session)

(To be conducted after 10th 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)

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 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 14th Day of CLDP)

(Consisting of Presentation on any topic related to the profession - 2 sessions)
 (Topic to be assigned on 1st Day from the list of topics)

Presentation on any topic related to the profession (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)
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.	Presentation on identified topics related to the profession by the students. Topics may be identified already covered in the course curriculum.	Senior Company Secretary	Evaluate accuracy, relevance, and depth of understanding of the topic. Look for a logical flow: introduction, main points, conclusion, and smooth transitions. Observe eye contact, gestures, voice modulation, and overall audience interaction. Assess whether slides, charts, or props effectively support and enhance the message. Judge ability to respond accurately and confidently during Q&A sessions. Consider language, tone, appearance, and overall demeanor. Provide suggestions to help the presenter improve future performance. Motivate presenters through positive	The outcome of a presentation skills session is the overall enhancement of a student's professional communication and confidence. 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. Additionally, observing peers and receiving constructive feedback helps them identify strengths and areas for improvement, fostering continuous learning and skill development.	Facilitator/Moderator Participation: 10% Student Participation : 90%

			reinforcement while noting areas for improvement.		
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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,	Case Study on IPOs through Live Case Studies.	Senior Practicing Company Secretary	To provide practical insights into Public offers, Insider Trading	will be able to analyze and evaluate real-world capital market	Facilitator/Moderator Participation: 70% Student Participation:30%

<p>and regulatory framework of capital market through analysis of real-life case studies.</p>	<p>Case study on Insider Trading</p> <p>Case Study on LODR compliances</p> <p>Case Study on Acquisitions and Takeovers</p>		<p>and Acquisitions & Takeovers.</p> <p>Guide participants in analyzing live case studies, fostering critical thinking and problem-solving skills.</p>	<p>scenarios, applying insights to decision-making and strategic planning.</p>	
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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 Gensis, 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 & 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 & 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 & 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</p>

Sl No	Name of the Session	Scope
		SEBI LODR other regulations Website compliances and its check list
5	LLP - Concepts to Compliances	Basic Concepts of LLP, Designated Directors, Registered Office Registration process of LLP, Annual Compliances
6	Interpretation of Statutes	Principles, Rules of Interpretation; Delegated Legislation; procedural law, repugnancy, delegated legislation, harmonious construction etc.
7	Law relating to Civil, Criminal procedure	CPC, CrPC, Evidence Act, Torts etc
8	IBC - Basic Framework	Basic framework of IBC including Institutional/Adjudicatory framework under IBC. Basics of CIRP, Insolvency Professionals, Resolution Professionals. Liquidation and Voluntary Liquidation
9	Auditing Standards issued by ICSI	CSAS 1 to CSAS 4
10	Internal Audit-Tools and Techniques	Audit engagement/planning; Data Gathering I Data Analysis, Interpretation and Reporting, Documentation, Process Mapping, techniques; IT tools etc.
11	Reading and Interpretation of Financial Statements (B/S, P&L)	Balance Sheet Analysis, reading, Importance of Ratio analysis, Trend analysis, comparative statements, Adjusted statements etc. Interpretation of Audit Report & Notes to accounts. Introduction of Accounting Standards & IndAS
12	Compounding of offences, Condonation of delay, Adjudication of penalties under the Companies Act / FEMA	Concept and Difference between Compounding / Condonation and Adjudication. Procedures & process to be followed under Companies Act / FEMA Important Sections and check lists.
13	Drafting of Legal Documents/ Agreements	Essential components of legal documents, provision of Contract Act.

Sl No	Name of the Session	Scope
		Drafting of basic documents General/Specific power of Attorney, drafting of basic business agreements, deeds, Will, Partnership Deed, Trust Deed etc
14	Cyber security, social media, AI, Machine tools etc	Need & Importance of Cyber Security, AI, Machine tools. Social Media presence and protection. Aspects impacting CS in employment and in practice are to be covered
15	Arbitration & Mediation	Legal and procedural aspects are to be covered Importance of Arbitration & Mediation
16	IPR	Trade Mark and opportunities available as Trade mark Agent. Introduction and process to register Copy Right & Patents. Anti-competitive agreements(Cartels), Abuse of Dominance, Regulation of combinations, leniency provisions
17	Labour Law compliances	Framework & introduction of Labour Law codes, Applicability of State & Central laws. Basic Compliances Regular & Annual Compliances
18	POSH	Need & Importance of Law Committees, Constitution, Complaint and Enquiry process, Final order Annual Compliances
19	Independent Directors	Concept & Need of ID's Eligibility & process of Appointment IICA ID Exam, validity and exemptions Opportunities, Duties and Liabilities Sitting fees, commission, shareholding, business & professional relationship with the company & its directors.
20	Compliance Management	Compliance framework, maintenance of registers/records, non-compliances and remedies, penalties and adjudication, introduction to compliance tools

Sl No	Name of the Session	Scope
21	Annual/ recurring Filings with different regulators by Companies-An over view	Annual and other filings under Companies Act, SEBI Regulations, GST etc.
22	Stamp Duty Laws	Importance of Stamp Duty laws State & Centre matters and its differentiation Major Documents and its duty chart Applicability of Stamp duty under Companies Act Adjudication of stamp duty and process to be followed. Role of Company Secretary
23	MSMEs, Start ups	Registration, Compliances, Legal provisions, subsidies etc.
24	FEMA	FDI/ODI/ECB Basic provisions and compliances/filings etc
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.

SI No	Name of the Session	Scope
		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
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

SI No.	Content	Scope
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 - Companies Act & applicable SEBI Regulations	Provisions with cases, calculation, procedures
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.

SI No.	Content	Scope
		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	<p>Presentation Skills</p> <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> o Self, Content, Audience <input type="checkbox"/> Managing Self Behavioural <input type="checkbox"/> Gravitas, Appearance <input type="checkbox"/> Audience Connect <input type="checkbox"/> Audience Analysis, Eye contact techniques- F3, Delivery <input type="checkbox"/> Managing Content Skills <input type="checkbox"/> ABC Approach, Choosing Content, SIP process <input type="checkbox"/> Building Logic in content <input type="checkbox"/> Presenting Facts, Concepts, Procedure <input type="checkbox"/> Slide Construct, KISS <input type="checkbox"/> Managing Audience Skills <input type="checkbox"/> Non-negotiable of Audience Management <input type="checkbox"/> Answering Questions Using 3P <input type="checkbox"/> Rapport Building – Language registers <input type="checkbox"/> Presenting to Senior Management <input type="checkbox"/> Advanced Techniques Skills <input type="checkbox"/> Rhetorical Questions, Dramatic Contrasts <input type="checkbox"/> Tripling, Machine Gunning, Build-ups, Knock-downs, Slide Construct, Animations <input type="checkbox"/> Virtual Presenting Skills

SI No.	Content	Scope
		<ul style="list-style-type: none"> <input type="checkbox"/> Presenting to a virtual audience, Technical skills Influencing Skills <ul style="list-style-type: none"> <input type="checkbox"/> Introduction and Icebreaker <input type="checkbox"/> Expectation Mapping <input type="checkbox"/> Context Setting for the Program <input type="checkbox"/> Influencing Skills <input type="checkbox"/> What is influencing <input type="checkbox"/> Why influencing skills are vital <input type="checkbox"/> Elements of Influencing <ul style="list-style-type: none"> o Persuasion o Communication o Strategy <input type="checkbox"/> Appearance <input type="checkbox"/> Communication to Influence Skills <input type="checkbox"/> Style Flexing <input type="checkbox"/> Communication Styles <input type="checkbox"/> Influencing Strategy Skills <input type="checkbox"/> Networking <input type="checkbox"/> People Connect <input type="checkbox"/> Developing EQ <input type="checkbox"/> Advanced Techniques Skills <input type="checkbox"/> Some advanced PPT tricks and Tips <input type="checkbox"/> Influencing Styles <input type="checkbox"/> Presenting Remotely Skills <input type="checkbox"/> Presenting to a virtual audience <input type="checkbox"/> Technical skills
21	Personality Development and Professional Etiquettes	<p>Personality Development and various Etiquettes:</p> <p>Personality Development:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Believe in Yourself <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

SI No.	Content	Scope
		<p>Dressing Etiquette</p> <p>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.</p> <ul style="list-style-type: none"> <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	<p>What is Stress & Nature of Stress</p> <p>Consequences of Stress</p> <p>Behavioural aspects of Stress</p> <p>Impact of Stress on Work performance</p> <p>Strategies of Stress Management</p> <p>Motivation Session with Success Stories of Great People</p>
23	Leadership & Team Building	<p>Leadership, Team Building, Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork</p> <ul style="list-style-type: none"> <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	<p>Professional Behavior</p> <ol style="list-style-type: none"> 1. Professional Appearance 2. Reliability

SI No.	Content	Scope
		<p>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</p> <p>Importance of time Management Motivational Stories and sharing on Time management</p>
25	Dealing with Regulators & Networking Skills	<p>How to deal with Regulators with practical examples</p> <p>Networking Skills</p>
26	Mastering Negotiation Skills: Definitions, Benefits, and Examples	<p>Negotiation Skills are inherent qualities that help two or more parties agree to a common logical solution. In the workplace, you may have to display your negotiating skills in various situations.</p> <p>Benefits of Negotiation Skills Types of Negotiation Strategies</p> <p>Tips to Improve Negotiation Skills</p>
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	<p>Registration, compliances Concept & Importance of Social Stock Exchange</p> <p>Concept of Social Audit, Eligibility, Process & Audit Tools and Reporting</p>
30	Setting up of a Business	<p>Types of Business entities and their difference. Registration process KYC documents Importance of Professional guidance Registration with Regulators Importance of Trademark / Goodwill</p>

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)

Annexure 6.8

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)

Documents required to be submitted by students for claiming exemption from undergoing 21 Month Long term Training and 1 month EDP under New Regulation

Only after passing all modules of Final / Professional Programme a student is eligible to apply for exemption from training. The Applicant need to apply for exemption through online portal <https://stimulate.icci.edu> using SMASH credential

S.No.	Eligibility Criteria	Document Requirement
a	Three year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid- up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.	<ul style="list-style-type: none"> i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icci.edu ii. Experience certificate having designation, duration of service, Department, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate. iii. ³ [Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience. iv. Departmental Chart / HR Certificate for each company wherein the applicant worked. v. Income Tax Return / Form 16 for each financial year of work period.] vi. Copy of Annual report/Balance sheet of the Organization for any one financial
b	Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in wholetime practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.	

³ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
		<p>year between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well</p> <p>vii. Balance sheet is not applicable in case of Practicing Company Secretary and PCS firm, please upload any other document under the tab of balance sheet in order to submit the application as it is an mandatory document)</p> <p>(Should be submitted online through https://stimulate.icsi.edu in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
c	<p>Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/ cost/Internal audit or providing management consultancy services to at least 02 Client Companies, each having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. A Copy of Certificate of Practice (having five years' experience of continuous practice) as Chartered Accountant / Cost Accountant)</p> <p>iii. Experience Certificate / Affirmation letter for 5 years of continuous experience (along with copy of annual report) issued by at least 02 Client Companies (preferably issued by their HR Departments) who have engaged the applicant to carry out their statutory/cost/ Internal audit or for providing management consultancy services, each Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous</p>

S.No.	Eligibility Criteria	Document Requirement
		<p>or statutory body, financial institute or bank.</p> <p>iv. ⁴[Bank Statement (for confirming the Professional/ Consultancy Fees) for the starting and ending month of each work experience.</p> <p>v. Income Tax Return/ Form 16 A for each financial year of work period.]</p> <p>vi. In case of statutory auditor- Copy of audit report of the financial years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations.</p> <p>vii. Copy of Annual report/Balance sheet of the client companies for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
d	<p>Five years' post qualification work experience of continuous practice as an Advocate in a High Court, represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to at least 02 Client Companies, each having paid-up share capital of not less than rupees Fifty lakhs</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. Document for enrolment as an Advocate and in support of his continuous practice of Five Years as an Advocate in a High Court / Certificate issued by Bar Council of India.</p> <p>iii. Experience Certificates / Affirmation</p>

⁴ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>Letters (for 5 years) issued by at least 02 Client Companies (preferably issued by their HR Departments) for having rendered services as Counsel/Advisor to them, each having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank</p> <p>iv. Proof that the applicant has represented One case before the High Court or Five Cases in the National Company Law Tribunal</p> <p>v. ⁵[Bank Statement (for confirming the Professional/ Consultancy Fees) for the starting and ending month of each work experience.</p> <p>vi. Income Tax Return/ Form 16 A for each financial year of work period.]</p> <p>vii. Copy of Annual report/Balance sheet of the client company for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
e	<p>Four years' post qualification (Management, MBA or any other equivalent qualification –</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icci.edu</p>

⁵ Introduced Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>i. The word “Management” may be considered as – Any Master degree/ Post graduate degree/PG Diploma in Management from recognized universities/colleges/institutions in any mode or method.</p> <p>ii. For any other equivalent qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.</p> <p>iii. The minimum qualification shall be Graduation with any other professional degree/certificate/ diploma.</p> <p>iv. The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.</p> <p>experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore</p>	<p>ii. Copy of certificate Management, MBA or any other equivalent qualification/ CA membership certificate/ Cost Accountant Membership/ any Post Graduation qualification/ Graduation with any other professional degree/certificate/ diploma or Post-Graduation degree/diploma in Management, law, commerce and economics</p> <p>iii. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iv. ⁶ [Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p> <p>v. Departmental Chart / HR Certificate for each company wherein the applicant worked.</p> <p>vi. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>vii. Copy of Annual report/Balance sheet of the Organization for any one financial year between the service periods</p>

⁶ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience	<p>served in the Organization. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
f	Five year's of experience as an Executive/ Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.	<ol style="list-style-type: none"> i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icci.edu ii. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate. iii. ⁷ [Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience. iv. Departmental Chart / HR Certificate for each company wherein the applicant worked. v. Income Tax Return / Form 16 for each financial year of work period.] vi. Copy of Annual report/Balance sheet of the Organization for any two financial years between the service periods

⁷ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
		<p>served in the Organization. Balance sheet can be downloaded from MCA website as well.</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
g	<p>Five year post qualification experience as a regular faculty/Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance or any other criteria as recommended by the Council.</p>	<p>i.Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icci.edu</p> <p>ii.Copy of any proof that university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University</p> <p>iii.Copy of any Post Graduation qualification</p> <p>iv.Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience (Mentioning that taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance). The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>v.⁸[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p>

⁸ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
		<p>vi. Departmental Chart / HR Certificate for each Organisation/ Institute/ University/ College wherein the applicant worked.</p> <p>vii. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5MB)</p>
j	If an applicant falls in two or more than two of the above clauses (clause (a) to clause (h) and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption	<p>i. Applicant need to provide documents as specified for various clauses [clause (a) to clause (h)].</p>

Form for Filing Complaint in ICSI

1	Name of the Complainant : (With Registration number/ Membership number) if any.
	Email Id	
	Contact Number	
2	Name of the member/firm/student against whom complaint is being made : (with membership number / registration number of the firm/ registration number of the student , if known)
	Email id	
	Contact Number	
3	Latest address of the complainant for communication Pin Code:.....
4	Last available professional address of the Member or the firm against whom the complaint is made Pin Code:.....
5	Particulars of allegation(s) serially mention in brief	1. 2. 3. 4. 5.
6	Particulars of evidence(s) adduced in support of the allegations(s) made (please attach)	
7	Name(s) of person who have knowledge of the facts of the case	
8	Demand Draft Number for submitting the fee of Rs.1000/- Bank Name, date	

Date:

Place:

Signature of the

Complainant

Verification

I,... , the Complainant, do hereby declare that what is stated above is true to the best of my information and belief.

Verified today theday of.....20.....at.....

Date:

Place:

Complainant

Signature of the

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