

User Manual Of Short Term Training



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

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The Training module will enable the Registration of Students request for different training like Short term Training, Long term Training, Balance Training, Training exemption, 15 days specialized training etc. And the request submitted by the students can be reviewed and the respective actions like approve, reject, call for will be taken by the admins on this system.

In Short Term Training student can apply for training with RO / Chapter and after applied training student will submit feedback (session / faculty / final). RO/Chapter will create training calendar, create session, manage session attendance, view feedback submitted by student and will approve training certificate, approve leave request.

This application will be capturing of Training data of students including sponsorship certificate details, completion certificate details, exemption details etc. with electronic-letter confirmation. Quarterly Reports and Project Report submission.

Capturing of Corporate/Companies/PCS data registered for imparting training along with their vacancies along with approval system for making them Active/Dormant. Application of Student for Full / Partial Exemption of Training.

STUDENT

Login Screen

The user HQ Admin / RO Chapter / Student will login to training application with this login screen and after login user will be navigated to dashboard page. Student can login with SMASH login credential. The URL for login to the training application is below.

URL: <http://stimulate.icsi.edu>

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Helpline Number: 0120 - 4522000

Company / PCS Registration -

Login

Password

Remember Me

Submit

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Best viewed on screen resolution 1024x768 pixels.
Website best viewed in IE 10+, Chrome 55.0, Mozilla 55.0, Safari 8.x and above version.

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Powered by: ICSI

Student Dashboard

This is dashboard screen for student user where user can do below –

- Student can View Training applicable detail list and can Apply for Training.
- Student can view profile detail in my profile section.
- Student can see examination status detail in examination status section.
- Logout after click on Logout button in header right section.

My Profile

Registration Number : 319986734212/2019

Name : Hem Sagar Chettri

Email : hemzhsc@gmail.com

Mobile: 919547668748

Address : koramangala, Bangalore Bangalore

Pin Code :560034

student photo

Training Applicable

Training Details

2 Days Induction program (2 Days) [Apply Training](#)

3 days e-governance program (3 Days)

5 days Professional Skill Development Program (5 Days)

5 days Prof. Entrepreneurship Dev. prog. (5 Days)

Long Term (Modified) (36 Months)

MSOP (Modified) (15 Days)

Examination Status

| Course Name | Syllabus Name | Module Name | Passed Year | Roll No | Examination Status |
|-------------|---------------|-------------|-------------|---------|--------------------|
| Foundation | 2017 | | | | In Progress |

Short Term Training >> Apply for Training

This is Student user screen for Apply for Training. With this screen student can search and apply for new training / balance training after click on Apply button in search result grid.

Click on Short Term Training dropdown >> Apply for training link to navigate this screen. (Refer below screen).

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[Hem](#) [Logout](#)

Home [Short Term Training](#) [Long Term Training](#) [Applied Trainings](#) [Training Certificates](#)

Apply For Training

Search Criteria

Calendar FY: Course:

R/O Chapter: From Date: To Date:

[Search](#)

Search Results

| Sl No | Course Name | Training Name | Last Date Of Application | Start Date Of Application | Fee | Duration | Start Date | End Date | Action |
|-------|-------------|----------------------------|--------------------------|---------------------------|------|----------|------------|------------|-----------------------|
| 1 | Executive | 2 Days Induction program | 04-11-2019 | 18-11-2019 | 2500 | 2 DAYS | 20-11-2019 | 21-11-2019 | Apply |
| 2 | Foundation | 15 days Academic Programme | 23-09-2019 | 04-10-2019 | 5000 | 15 DAYS | 09-10-2019 | 22-11-2019 | Apply |

Short Term Training >> Apply for Training >> Register Student for Training

This is Student user screen for register for new training / balance training.

Click on Apply button in search result grid in previous Apply for Training screen to navigate this screen. (Refer below screen)

Register Student for Training

Request Type * New Request Balance Training Request

Fee Type Payable

Select Training * 2 Days Induction program

Select Chapter * CHENNAI

Training Start Date * 20/11/2019

Mode Of Payment * Select

Amount * 2500

Payment Date * 06/01/2020

Payment Remarks

Submit

Short Term Training >> Apply for Leave

This is Student user screen for Apply for leave during training period.

Click on Short Term Training dropdown >> Apply for Leave link to navigate this screen. (Refer below screen)

Apply For Leave

Registration Number * 116985000206/2016

Name of the Student * Shipra Modi

Training Name * -- Select --

Calendar Year * -- Select --

Batch Name * -- Select --

RO / Chapter Name * -- Select --

Leave From Date *

Leave To Date *

Nature of Leave * Medical Other

Reason for Leave *

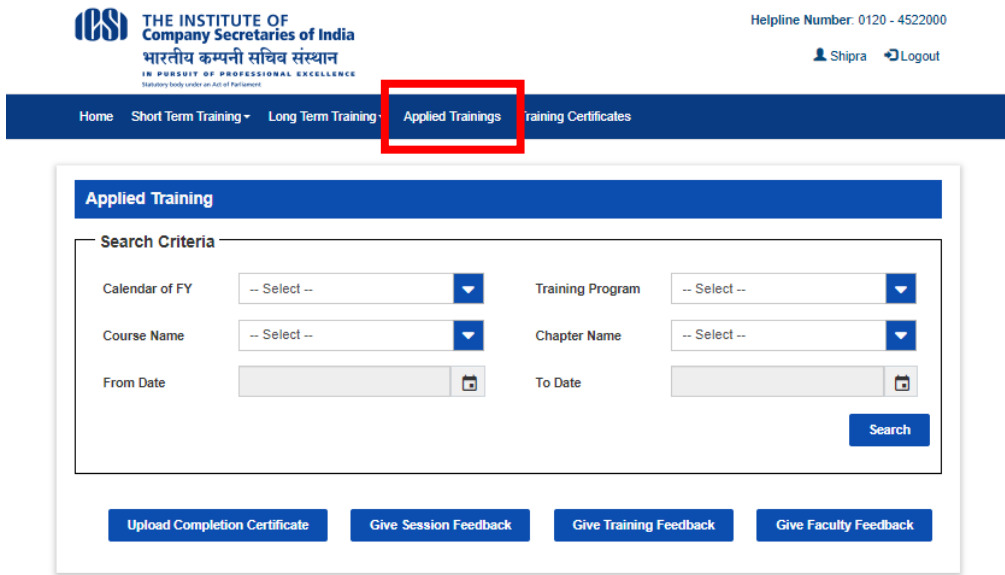
Submit

Applied Trainings

This is student user screen for applied training where student can do below –

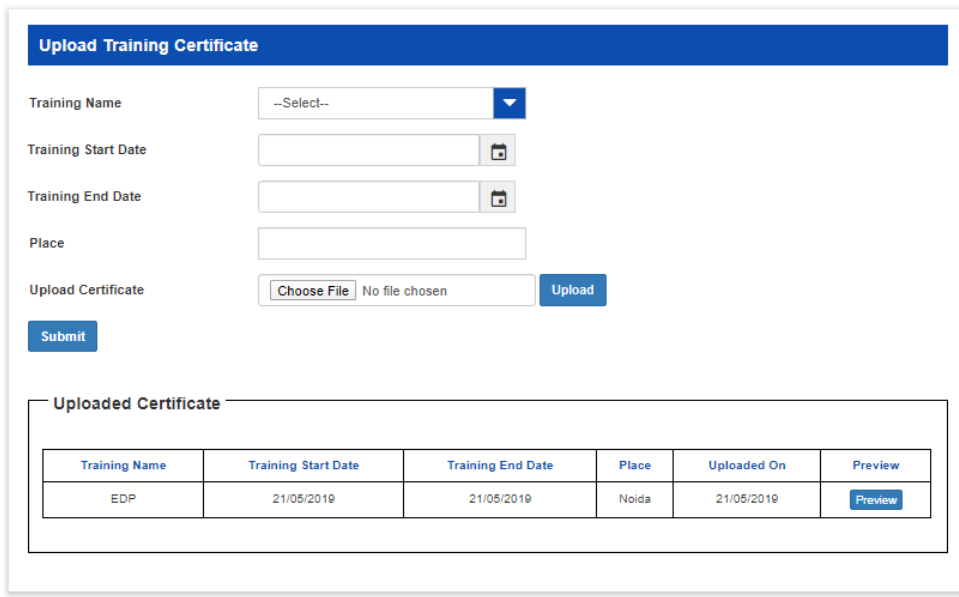
- Search and find applied training list in search result grid
- Upload training completion certificate after click on Upload completion certificate
- Give Session Feedback / Faculty Feedback / Final Feedback button.

Click on Applied Trainings link in header to navigate this screen. (Refer below screen)



Applied Training >> Upload completion certificate

This is Student user screen for Upload training certificate where student can upload training completion certificate. Click on Upload Completion Certificate button in previous screen to navigate this screen. (Refer below screen).



Applied Training >> Give Session Feedback

This is Student user screen for session feedback. Student can submit session feedback with this screen. Click on Give session feedback button in Applied trainings screen to navigate this screen. (Refer below screen).

Session Feedback

Training Name: PIP
Start Date: 22/09/2019 - End Date: 22/09/2019

| Session Name | Faculty Name | Very Good | Good | Fair | Poor | Remarks |
|--------------|--------------|----------------------------------|-----------------------|-----------------------|-----------------------|---|
| Session1 | Amit Kumar | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input style="width: 100%;" type="text"/> |
| Session2 | Amit Kumar | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input style="width: 100%;" type="text"/> |
| Session3 | Amit Kumar | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input style="width: 100%;" type="text"/> |
| Session4 | Amit Kumar | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input style="width: 100%;" type="text"/> |

Applied Training >> Give Faculty Feedback

This is Student user screen for faculty feedback. Student can submit faculty feedback with this screen. Click on Give faculty feedback button in Applied trainings screen to navigate this screen. (Refer below screen).

Faculty Feedback

Faculty Name: Ravi Sahu
Topic Name: Accounts
Training Name: PIP

| 1. Rate the faculty on the following - | Excellent | Very Good | Good | Fair | Poor |
|--|----------------------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|
| Practical approach to the subject matter including reference to work situation/problem | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Keeping the class alive and interesting | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintaining a friendly and helpful approach | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Illustrating and clarifying points | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Interaction and level of participation | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| 2. What is your overall rating of the faculty? | Excellent | Very Good | Good | Fair | Poor |
|--|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| <input style="width: 100%;" type="text"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. What would have made the class more effective and useful?

Applied Training >> Give Final Feedback

This is Student user screen for final feedback. Student can submit final training feedback with this screen. Click on Give final feedback button in Applied trainings screen to navigate this screen. (Refer below screen).

Final Feedback Sheet

Training Name:

Start Date:

End Date:

This Feedback will improve ICSI maintain and improve the quality and standard of MSOP. ICSI will maintain strict confidentiality about this feedback, hence, please provide adequate and honest feedback.

Program Information

1. Did you receive a copy of complete program schedule at the commencement of the program?
 Yes No

2. Did you receive a copy of the list of participants (containing names, residential & professional address, telephone no., email etc) within two days from the commencement of the program?
 Yes No

Please tick out the response you find most appropriate

3. Physical facilities (VIZ Table, Chair, AC, LCD Projector, Fan, Light, Sound system etc.)
 Excellent Very Good Good Fair Poor
 Comments/suggestions:

4. Tea, Snacks, Lunch etc.
 Excellent Very Good Good Fair Poor
 Comments/suggestions:

5. Hygiene
 Excellent Very Good Good Fair Poor
 Comments/suggestions:

6. Corporate Assistance and Behaviour of the program Coordinator
 Excellent Very Good Good Fair Poor
 Comments/suggestions:

7. Attitude of the staff of the Institute (you may name the person)
 Excellent Very Good Good Fair Poor
 Comments/suggestions:

8. Usefulness of the program in work life
 To large extent To some extent Little

9. Usefulness of the program in long term
 To large extent To some extent Little

10. Usefulness of the program in personal growth and development
 To large extent To some extent Little

11. What were the benefits you received (check as many as you wish)

i) Helped to confirm some of my ideas

ii) Presented new ideas and approaches

iii) Acquainted me with practical aspects, problems and solutions

iv) Gave me good opportunity to look objectively at the company Secretary's

v) Interaction and learning from each other

Other Benefits, if any
 Comments:

Overall Rating

12. How would you rate the overall program.
 Excellent Very Good Good Fair Poor

13. Enumerate the topics/sessions needing more coverage and specify the duration wanted
 Comments/suggestions:

14. Other comments and suggestions for future program.
 Comments/suggestions:

[Submit](#)

Training Certificate

This is Student user screen for training certificate. Student can view and download certificate with this screen. Click on Training Certificates link in header to navigate this screen. (Refer below screen).

Training Certificates

Search Criteria

Training

Training Certificate >> View Certificate

This is Student user training certificate screen view. (Refer below screen)

