



भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Dtd: - 15th July, 2026

Clarification w.r.t. Submission of Quarterly Report Through the Stimulate Portal.

As per the ICSI Students' Training Guidelines, 2024, every Trainer is required to submit the Quarterly Report in respect of each Trainee at the end of every Calendar Quarter i.e., 31st March, 30th June, 30th September and 31st December within 30 days from the end of that particular Quarter, through the Stimulate Portal (<https://stimulate.icsi.edu>).

ESSENTIALS FOR FILING THE QUARTERLY REPORT: -

1. The first Calendar Quarter for a trainee shall commence from the actual date on which the trainee commences Practical Training. For example, if a Trainee commences Practical Training on **25th March 2026**, the first Quarter shall be from **25th March 2026 to 31st March 2026**.
2. Where the stipulated period of training is completed prior to the end of a calendar quarter, the Quarterly Report for the trainee shall be submitted upto the last working day of the trainee, without waiting for the conclusion of the respective calendar quarter. **For example**, If the stipulated training period of a trainee concludes on **15th March 2026**, i.e., prior to the end of the calendar quarter i.e., **31st March 2026**, the quarterly report of this quarter shall be from **1st January, 2026 to 15th March, 2026**, the Trainer need not wait until **31st March, 2026** for submission of the Quarterly Report.
3. The Quarter numbering for any trainee, shall remain continuous throughout the training period, irrespective of any change in Trainer. **For example**, if Quarter 1st & 2nd is completed under first Trainer, the next trainer will be continue submitting in Qtr. No. 3, 4 and so on (The quarter numbers must be consecutive up to the final quarter of the trainee).
4. The total number of working days for each quarter must be recorded accurately and should not be shown as 'zero'. The portal contains three columns where you must clearly provide information regarding total working days, total days of attendance, and total holidays, this information must be accurate.
5. The Trainees are requested to pursue their Trainers to ensure the timely submission of their Quarterly Reports.
6. The Trainers have been provided Login Credentials for submitting Quarterly Reports online. In case of any technical issues while submitting the Report(s), the Training Directorate may be contacted at **email to training@icsi.edu or contact at 0120- 4082164 (Helpline Number)**.

Training Vertical
Directorate of Student Services
The ICSI