

# CS Foundation Course

(e-bulletin for Foundation Programme Students)

MAY - JUNE 2014

## ICSI Launches its Call Centre Helpline for CS Students and Members



The advertisement features a smiling woman wearing a headset, representing a call center agent. The background is a light yellow color. A dark blue speech bubble contains the main message. The ICSI logo is in the top left corner, followed by the institute's name and contact information.

**ICSI** THE INSTITUTE OF  
**Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament  
Headquarters: ICSI House, 22, Institutional Area, Lodi Road, New Delhi-110003  
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Students &  
Members!**

Now, ICSI is just  
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**THE INSTITUTE OF  
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Website : [www.icsi.edu](http://www.icsi.edu)

# Academic Guidance

## Random Variable\*

By random we mean unpredictable; when the same is applied in case of a random variable, means, we cannot with certainty predict its future value. Even through the entire past history of the variable is known, it is still unpredictable with certainty. If the variable is of the deterministic type, no such uncertainty exists.

However, quite a few random variables do exhibit statistical regularity. Consider a simple experiment of tossing an unbiased coin. We do not know in advance whether the outcome on a particular toss would be a head or tail. But, we know for sure that in a long sequence of tosses, about half of the outcomes would be heads. If this does not happen, we suspect either the coin or the person tossing it is biased. Statistical regularity of averages is an experimentally verifiable phenomenon in many cases involving random quantities. Hence, we are tempted to develop mathematical tools for the analysis and quantitative characterization of random variables.

### Random Variable Definition

Although it may look simple at first sight to give a definition of what a random variable is, it proves to be quite difficult in practice. A random variable, usually written  $X$ , is a variable whose possible values are numerical outcomes of a random experiment. It therefore is a function that associates a unique numerical value with every outcome of an experiment. The value of the random variable will vary from trial to trial as the experiment is repeated.

The following paragraphs will cover the details.

**Random Experiment** : As Random variables are outcomes of a random experiment, it is essential to understand a random experiment as well. Where Random variables are outcomes, a random experiment is a process leading to an uncertain out-come, before the experiment is run. It is usually assumed that the experiment can be repeated indefinitely under essentially homogeneous conditions. Result of a random experiment is not unique but it can be one of the various possible outcomes. Simple example is tossing an unbiased coin, where outcomes can be head or tail. You keep on tossing the coin a number of times under essential homogeneous conditions, the outcomes would keep on flipping between Head & Tail, without exactly knowing which toss would result in to what.

The outcome of an experiment need not be a number, for example, the outcome in a coin toss experiment can be 'heads' or 'tails'. However, we often want to represent outcomes as numbers. A random variable is a function that associates a unique numerical value with every outcome of an experiment. In the given example, if there are three trails (say); the number of times "Head" appears can be a random variable, which can assume values as, 0, 1, 2, & 3. Because in three trials, you can have minimum zero Heads and maximum three Heads.

### Types of Random Variables

Classification of random variables is done based on their probability distribution. A random variable has either an associated probability distribution (discrete random variable) or probability density function (continuous random variable). Based on that, there are two types of random variable – Discrete and Continuous.

### Discrete Random Variables

A discrete random variable is one which may take on only a countable number of distinct values such as 0,1,2,3,4,..... Discrete random variables are usually (but not necessarily) counts. If a random variable can take only a finite number of distinct values, then it must be discrete. Examples of discrete random variables include the number of children in a family, the number of people in an ATM queue, the number of patients in a doctor's surgery, the number of defective light bulbs in a box of ten etc.

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\* Dr. Rahul Chandra, Joint Director, Academics, ICSI.

# Academic Guidance

The probability distribution of a discrete random variable is a list of probabilities associated with each of its possible values. It is also sometimes called the probability function or the probability mass function.

Suppose a random variable  $X$  may take  $k$  different values, with the probability that  $X = x_i$  defined to be  $P(X = x_i) = p_i$ . The probabilities  $p_i$  must satisfy the following:

- 1:  $0 < p_i < 1$  for each  $i$
- 2:  $p_1 + p_2 + \dots + p_k = 1$ .

*Example*

1. A coin is tossed ten times. The random variable  $X$  is the number of "Tails" that are noted.  $X$  can only take the values 0, 1, ..., 10, so  $X$  is a discrete random variable. The above two properties hold in this case. For e.g. probability of 8 Tails,  $p_8$  will definitely fall in the range 0 to 1. And also, the sum of probabilities for all possible values of Tails,  $p_0 + p_1 + p_2 + \dots + p_{10} = 1$ .

*Note in case of ten trials, number of tails can be 0 to 10.*

## Continuous Random Variables

A continuous random variable is one which takes an infinite number of possible values (usually in a given range). Continuous random variables are usually measurements like, height, weight, the amount of sugar in an orange, time required to finish a task, interest earned etc. For e.g.: life of an individual in a community. A person may die immediately on his birth (life equals to zero years) or after attaining an age of 110 years (say). Within this range, he may die at any age. Therefore the variable "age" can take any value in the range 0 to 110, in this case.

A continuous random variable is not defined at specific values, since the values are infinite and therefore probability at a specific value is almost zero. Instead, it is defined over an interval of values, and is represented by the area under a curve.

Suppose a random variable  $X$  may take all values over an interval of real numbers. Then the probability that  $X$  is in the set of outcomes  $A$ ,  $P(A)$ , is defined to be the area above  $A$  and under a curve. The curve, which represents a function  $p(x)$ , must satisfy the following:

- 1: *The curve has no negative values ( $p(x) > 0$  for all  $x$ )*
- 2: *The total area under the curve is equal to 1.*

A curve meeting these requirements is known as a density curve.

1. A light bulb is burned until it burns out. Suppose the life of bulb ranges between zero hours (minimum) to 100 hours (maximum). The random variable  $Y$  is its lifetime in hours.  $Y$  can take any positive real value in the range 0 to 100, so  $Y$  is a continuous random variable. It is immaterial to calculate probability of  $Y$  at a specific point in the specified range; instead we wish to calculate probability between any two end points in the range, like 0-10, 50-70, less than 20, more than 90 etc. At any point in the complete range (0-100),  $p(x) > 0$ , and the total area in the probability curve from  $p(x=0)$  to  $p(x=100)$  would be equal to one.

# Academic Guidance

## The Rise of Intrapreneurship - Innovation within Company\*

*The best way to predict the future is to create it. – Peter Drucker*

Intrapreneurship means acting like an entrepreneur within a larger organization. The term is derived from a combination of "intra" or internal, and "entrepreneurship." Intrapreneurs are usually highly self-motivated, proactive and action-oriented people who are comfortable with taking the initiative, even within the boundaries of an organization, in pursuit of an innovative product or service. Hence, their main focus is on innovation and creativity, and transformation of an idea into a profitable venture, while operating within the organizational environment. Thus, intrapreneurs are "*Inside entrepreneurs*" who follow the goal of the organization. Intrapreneurship is an example of motivation through job design, either formally or informally. Employees, such as marketing executives or perhaps those engaged in a special project within a larger firm, are encouraged to behave as entrepreneurs, even though they have the resources, capabilities and security of the larger firm to draw upon.

Behavioral characteristics of intrapreneurship include initiative, an ability to "think outside the box", risk-taking and leadership - all traits that are also possessed by successful entrepreneurs. The major difference between entrepreneurs and intrapreneurs is that the fruits of success default to the organization rather than to the intrapreneur. On the other hand, the intrapreneur also has the comfort of knowing that failure will not have a personal cost - as it would for an entrepreneur - since the organization would absorb losses arising from failure.

The phenomenon of Intrapreneurship is emerging as a key part of a company's corporate responsibility (CR) efforts. As a cross-disciplinary function, CR is focused on integration and therefore in a unique position to encourage collaboration and empower intrapreneurs to help deliver the company's vision and strategic priorities. The intrapreneurial mindset helps drive innovation and uncover opportunities within the challenges of operating in a changing world. Many of these challenges are best tackled with integration across the business, and intrapreneurs-being tinkerers, brainstormers and ideas-sharers, are the most likely individuals to reach out and engage their peers in problem-solving across the company.

Intrapreneurship can come from anyone and anywhere and CR-focused approaches are becoming particularly agile mechanisms to spark innovation. Therefore an organization should take advantage of intrapreneurship by:

- Fostering a culture where everyone has the responsibility and ability to identify opportunities to create shared value which will help in building an employee base that is innovative and agile.
- Inspiring the employees and offering them exposure to resources, trends, insights, and best practices that can accelerate their work.
- Recognize and reward best practices of employees and provide them exposure to individuals who have uncovered innovations, and provide access to decision makers within the company.

Intrapreneurs can transform an organization more quickly and effectively than others because they are self-motivated free thinkers, masters at navigating around bureaucratic and political inertia. Apart from this it is also very important that the companies change the way they operate to address societal issues. Intrapreneurship is the key to meeting these social expectations while maintaining business value of the company. In leveraging the creativity and innovation of intrapreneurs, the company can change the way they operate while maintaining a clear focus on its business imperatives.

### Conclusion

Intrapreneurs must create new ways of thinking that are not burdened by past experience. They must realize that old patterns of thinking and experience can get in their way. Intrapreneurs have a mental picture of what is possible. They may not understand the details or exactly how things will get done, but they have a vision firmly planted in their mind. Getting others to see what they see can be challenging especially when the rest of the organization has not been through the same process of discovery. It is difficult to effectively translate a new vision into a picture that can be easily communicated and adopted. New patterns of thinking are required to change old obsolete methods of working.

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\* Akansha Rawat, Assistant Education Officer, Academics, ICSI.

# Academic Guidance

## Corporate Governance under Companies Act, 2013 India – Highlights\*

The Companies Act 2013 envisages radical changes in the area of Corporate Governance and is set to have far-reaching implications. The new regime is expected to significantly change the manner in which corporates operate in India. It will have far reaching consequences on all companies incorporated in India.

The new Act promises to substantively raise the bar on governance and thrusts greater responsibility and obligation on the Board of Directors and Management in Indian companies. The penal consequences have been exponentially increased. There is a clear shift towards closely monitoring of unlisted public companies and large private companies with enhanced compliance requirements encompassing disclosures, transparency and governance procedures.

Some of the key highlights are given below:

### Board Structure and Responsibility

- Enhanced responsibility for the board and its committees
- Specified unlisted companies to have independent directors (ID); mandatory code for IDs
- Mandatory woman director for certain companies
- Mandatory key managerial personnel (KMP) – CEO/MD/WTD, CFO and CS
- Performance evaluation of board and individual members

### Disclosures and Reporting

- Enhanced disclosures and assertions in Directors' Report – risk management, internal control for financial reporting, legal compliance, related party transactions, corporate social responsibility, etc.
- Compulsory consolidation of accounts; summary statements of associates / Joint Ventures / subsidiaries
- Disclosures of shareholding pattern
- Disclosures for public money lying unutilised

### Risk, Controls and Compliance

Boards now obligated to report on the following:

- Development and implementation of risk management policy
- Systems to ensure compliance to all applicable laws and their operating effectiveness
- Internal financial controls and their operating effectiveness (for listed companies)

### Secretarial Compliances

Stricter yet forward-looking procedural requirements for board proceedings:

- Minimum 7 days notice, board meetings permitted through electronic mode

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\* *Nishita Singhal, AEO, ICSI.*

# Academic Guidance

- Presence of at least one ID must for board meeting at shorter notice
- Gap between two meetings should be less than 120 days
- ICSI Secretarial Standards mandatory

## **Related Party Transactions (RPT), Loans and Investments**

- Scope of RPT significantly enhanced; concept of arm's length pricing introduced
- Central government approval not required , however, heavy penalties for non compliance
- RPT disclosure in Directors' Report along with justifications
- Stricter requirements for loans and investments including private companies

## **Audit and Auditors**

- Enhanced restrictions on appointment and rotation of auditors
- Statutory auditors prohibited from providing certain services
- Enhanced powers and role of auditors
- Mandatory internal audit and secretarial audit for prescribed class of companies
- Auditors to report on internal financial controls and their operating effectiveness

## **Corporate Social Responsibility (CSR)**

Prescribed class of companies to:

- Form a CSR committee with atleast one independent director
  - Form and approve a CSR policy
  - Endeavour to spend atleast 2% of net profits
  - Directors to explain inability to spend in the directors' report
-

# Applicability of the Companies Act, 2013

## **ATTENTION STUDENTS OF CS FOUNDATION PROGRAMME (New Syllabus) EXECUTIVE AND PROFESSIONAL PROGRAMME (Old and New Syllabus)**

Applicability of the Companies Act, 2013 for December 2014 Examination It is informed that those sections of the Companies Act, 2013 and the rules made thereunder which have been notified by the Government of India and came into force w.e.f. April 01,2014 (including Amendments/clarifications/circulars issued thereunder upto June, 2014) shall be applicable for December, 2014 Examinations.

This means that the question papers on the subjects of Foundation (New Syllabus), Executive and Professional Programme (Old and New Syllabus) shall carry questions from the notified sections of the Companies Act, 2013. In respect of sections of The Companies Act, 2013 which have not been notified, applicable sections of Companies Act, 1956 will continue to apply.

[Note: Students can have access to Reading Material on the Companies Act, 2013 uploaded on ICSI Website under the Head 'Academic Corner' at the link

[https://www.icsi.edu/WebModules/reading\\_material\\_on\\_companies\\_ac.htm](https://www.icsi.edu/WebModules/reading_material_on_companies_ac.htm)

June 20, 2014  
New Delhi

Director  
(Academics)

# Applicability of the Companies Act, 2013

## Impact of notified sections of Companies Act, 2013 on Subjects covered under ICSI Course Curriculum (For December Examination of Company Secretaryship Course)

### (New Syllabus)

*Subjects on which notified sections of the Companies Act, 2013 have substantial impact*

*Subjects which have/may have passing reference to notified sections of Companies Act, 2013 till date*

#### **FOUNDATION PROGRAMME**

1. Business Environment and Entrepreneurship (PAPER 1)

#### **FOUNDATION PROGRAMME**

1. Business Management Ethics and Communication (PAPER 2)
2. Business Economics (PAPER 3)
3. Fundamentals of Accounting and Auditing (PAPER 4)

#### **EXECUTIVE PROGRAMME**

1. Company Law (MODULE 1, PAPER 1)
2. Company Accounts and Auditing Practices (MODULE 2, PAPER 5)
3. Capital Markets and Securities Laws (MODULE 2, PAPER 6)

#### **EXECUTIVE PROGRAMME**

1. Cost and Management Accounting (MODULE 1, PAPER 2)
2. Economic and Commercial Laws (MODULE 1, PAPER 3)
3. Tax Laws and Practice (MODULE 1, PAPER 4)
4. Industrial, Labour and General Laws (MODULE 2, PAPER 7)

#### **PROFESSIONAL PROGRAMME**

1. Advanced Company Law and Practice (MODULE 1, PAPER 1)
2. Secretarial Audit, Compliance Management and Due Diligence (MODULE 1, PAPER 2)
3. Ethics, Governance and Sustainability (MODULE 2, PAPER 6)
4. Drafting, Appearances and Pleadings (MODULE 3, PAPER 8)
5. Capital, Commodity and Money Market (MODULE 3, Elective PAPER 9.2)

#### **PROFESSIONAL PROGRAMME**

1. Corporate Restructuring, Valuation and Insolvency (MODULE 1, PAPER 3)
2. Information Technology and Systems Audit (MODULE 2, PAPER 4)
3. Financial, Treasury and Forex Management (MODULE 2, PAPER 5)
4. Advanced Tax Laws and Practice (MODULE 3, PAPER 7)
5. Banking Law and Practice (MODULE 3, Elective PAPER 9.1)
6. Insurance Law and Practice (MODULE 3, Elective PAPER 9.3)
7. Intellectual Property Rights - Law and Practice (MODULE 3, Elective PAPER 9.4)
8. International Business - Laws and Practices (MODULE 3, Elective PAPER 9.5)

# Applicability of the Companies Act, 2013

## Old Syllabus

*Subjects on which notified sections of the Companies Act, 2013 have substantial impact*

*Subjects which have/may have passing reference to notified sections of Companies Act, 2013 till date*

### **EXECUTIVE PROGRAMME**

1. Company Accounts and Cost & Management Accounting (MODULE I, PAPER 2)
2. Company Law (MODULE II, PAPER 4)
3. Securities Laws and Compliances (MODULE II, PAPER 6)

### **EXECUTIVE PROGRAMME**

1. General and Commercial Laws (MODULE I, PAPER 1)
2. Tax Laws (MODULE I, PAPER 3)
3. Economic and Labour Laws (MODULE II, PAPER 5)

### **PROFESSIONAL PROGRAMME**

1. Company Secretarial Practice (MODULE I, PAPER 1)
2. Drafting, Appearances and Pleadings (MODULE I, PAPER 2)
3. Due Diligence and Corporate Compliance Management (MODULE IV, PAPER 7)
4. Governance, Business Ethics and Sustainability (MODULE IV, PAPER 8)

### **PROFESSIONAL PROGRAMME**

1. Financial, Treasury and Forex Management (MODULE II, PAPER 3)
2. Corporate Restructuring and Insolvency (MODULE II, PAPER 4)
3. Strategic Management, Alliances and International Trade (MODULE III, PAPER 5)
4. Advanced Tax Laws and Practice (MODULE III, PAPER 6)

### **NOTE:**

1. Table containing provisions of Companies Act, 2013 as notified upto date and corresponding provisions thereof under Companies Act, 1956 available under the head 'Academic corner' at the link <http://www.icsi.edu/docs/webmodules/CA2013-CA1956.pdf>
2. Student can have access to reading material on Companies Act, 2013 uploaded on ICSI Website under the Head 'Academic corner' at the link <https://www.icsi.edu/AcademicCorner.aspx>
3. Soft copies of the study material revised in the light of Companies Act, 2013 are uploaded on ICSI Website.

# E-Library for Students

## E-Library for Students

ICSI is pleased to inform that in order to facilitate the knowledge grinding and updation of students, ICSI has launched a multi vendor e-library for its students. The student subscriber of the e-library will have access of rich contents i.e. case laws, Bare Acts, Text book, Articles etc provided by service providers at very affordable rates. The subscription of elibrary is voluntary for the students and the students may subscribe to any e-library at their option. In order to enable that maximum number of students get benefit of e-library, the subscription charges have been capped at Rs. 500/- per annum per subscription. ICSI has arranged 7 days trial version of e-library for students. A student may subscribe to e-library with or without using the trial version.

ICSI wishes the students an enriching experience!

### *Disclaimer*

The students may subscribe to the e-library at their own risk. ICSI will not be responsible for the correctness, completeness, updation and reliability of website. ICSI does not recommend the e-library of a specific service provider. The students may subscribe to the e-library of a subscriber after complete satisfaction.

# Student Services

## IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

### VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered up to June 2011 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

Those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission online at institute's website [www.icsi.edu](http://www.icsi.edu) together with the Foundation Programme admission fee of Rs. 4500/-.

### REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation Program examination held in December 2013 and registered in Executive Program up to and including 28th February 2014 would be eligible to appear in both modules of the Executive Program to be held in December 2014 and students who have taken registration in Executive Program between 1st March 2014 to 31st May 2014 will be eligible to write only one module in December 2014 examination of the Executive Programme.

Students can register online at institute's website [www.icsi.edu](http://www.icsi.edu) The fee for seeking registration for Executive Programme is Rs. 8500/- which can be paid online either through credit/debit card/net banking/bank challan.

### STUDENT IDENTITY CARDS

All the students appearing in the examination must hold Identity Card downloaded from the Institute's website [www.icsi.edu](http://www.icsi.edu) in the manner prescribed by the Institute.

Students may download their "On-line Student Identity Card" from institute's website [www.icsi.edu](http://www.icsi.edu) through institute's on-line services by login at your account at [www.icsi.edu](http://www.icsi.edu) from others options. The admission number will be the User Id for all students.

After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government
3. Manager of a Nationalised Bank
4. Principal of a recognized School/College.
5. Officers of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examinations centers, etc.

# Student Services

Should you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for any matter, the students should write their admission number and complete postal address with PIN code, email id, mobile number for prompt reply.

**PIN CODE is required to be mentioned while updating the address by the student online.**

## **E-MAIL ADDRESS/Mobile Numbers OF THE STUDENTS**

Students are advised to update their e-mail ID/ Mobile Number instantly through online services at institute's website [www.icsi.edu](http://www.icsi.edu) Their Registration Number shall be their user Id.

## **UNIFORMITY IN SIGNATURES**

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including:

- Identity Card
- Online Admission/Registration Form
- Online Examination Form
- Attendance Sheet to be provided in the Examination Hall.

## **REGULARISATION OF FOUNDATION PROGRAMME ADMISSION**

Candidates provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission at their online account at [www.icsi.edu](http://www.icsi.edu) They are required to login at their account to upload the desired marks sheet/certificate at manage account option. Subsequently they are required to go to certificate details tab option to upload the 12th Pass marksheet/certificate. The candidates, who have already submitted their Senior Secondary Examination Marks sheets/ Pass Certificate and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:

Name :

Details of Fee paid :

Admission No. :

Email Address :

Complete Postal Address with Pin code:

## **CANCELLATION OF PROVISIONAL ADMISSION**

The Provisional admission of the students- who fail to submit/upload within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of fee will be made.

# Student Services

## STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of January - April 2014 have already been supplied the Study Material. Those who have not received Study material, are therefore, advised to contact Mr. Surya Narayan Mishra, Deputy Director (Students Services) at the following address; "ICSI House" C-37, Sector- 62, NOIDA (U.P) - 201 309, without further delay and for all academic guidance students may write to Ms. Sonia Baijal, Director (Academics) at the Institute's address or may send e-mail to [surya.mishra@icsi.edu](mailto:surya.mishra@icsi.edu) and [sonia.baijal@icsi.edu](mailto:sonia.baijal@icsi.edu). While applying for issue of duplicate Study Material the students must write their admission number, complete postal address with PIN CODE, e-mail ID for prompt reply.

## SELF STUDY

The Institute provides a set of study materials to all students of Foundation Program for their self study. Students have option to study the subjects of their own and appear in next examination of the institute for which they are eligible. Attending classes is not compulsory.

## CLASS ROOM TEACHING

### (a) *Through Regional Councils/Chapters*

The Institute provides facility of class room teaching also. The Regional Councils/ Chapters of the Institute are authorized to impart class room teaching subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending class room teaching is optional.

## E - LEARNING (<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the students of Foundation Programme. Students admitted to CS Foundation Programme through out the country including rural and semi - urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach.

To access the E-learning Portal of ICSI, the students may log on to <http://elearning.icsi.edu>.

## 24 HOURS CS HELPLINE

ICSI Launches its Call Centre: 011-33132333 Helpline for CS Students and Members.

With a view to provide efficient and any time service to its Students, Members and Students wanting to Pursue the Company Secretaries Course , the Institute of Company Secretaries of India has launched a Call Centre to provide information to the Students ,Members of ICSI and Students wanting to Pursue the Company Secretaries Course on a single-window platform.

The CS Helpline -011-33132333 will be operational from 7:00 AM to 11:00 PM on all days.

## IMPORTANT

For all academic guidance students may write to Ms. Sonia Baijal, Director (Academics) at [sonia.baijal@icsi.edu](mailto:sonia.baijal@icsi.edu) and for all other matters relating to C.S. Foundation Programme including admission, examination and administrative services, they may write/ contact Mr. Surya Narayan Mishra, Deputy Director (Student Services) at [surya.mishra@icsi.edu](mailto:surya.mishra@icsi.edu).

# Student Services

## ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

In order to facilitate students with on-line education/study, the Institute has launched e-learning portal for the Company Secretaryship Foundation Programme and Executive Programme and it is being extended to Professional Programme. All students from rural, urban areas at national level and also from other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. Through virtual classroom, students will be able to interact live with the faculty. This will take the study of CS Programme virtually into the space age.

E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

The following schemes are available for e-learning in Foundation Programme:

- WBT (Web Based Training): It is an innovative computer based approach to learning. The contents have been modified into well-crafted teaching systems. It has multimedia slides covering the entire study material.
- VBT (Video Based Training): It comprises of video lectures and is a replica of classroom training experience.
- LVC (Live Virtual Classroom): It provides broadcast of live lectures over the internet. In it students can directly interact with the faculty online. There are the three following schemes for which students may apply for admission:
  - WBT
  - Combo Offer which contains (WBT+VBT+LVC)
  - Upgrade to VBT+LVC: This option is available to WBT enrolled students. Students can upgrade from WBT to VBT+LVC at an additional fee.

The candidates can use the following modes of payment:

- (i) By a Credit card/Debit card or Netbanking or Cash Cards.
- (ii) By way of Cheque or Demand Draft drawn in favour of "GURUKULONLINE LEARNING SOLUTIONS PVT LTD" payable at Mumbai.
- (iii) By depositing the Cheque or Demand Draft directly in Axis Bank Account Number -004010202188010.
- (iv) By making of direct cash payment in ICICI Bank Account Number- 021105002028.

(For more information visit the website <http://elearning.icsi.edu>)

# Student Services

## IMPORTANT E-MAIL IDS OF DEALING OFFICIALS FOR STUDENT SERVICES

| <i>S.No.</i> | <i>Type of Query</i>  | <i>Query to be Forwarded to the E-mail ID</i> |
|--------------|---|---|
| 1            | REGISTRATION LETTER AND IDENTITY CARD                                   | ankur.aggarwal@icsi.edu                       |
| 2            | NON-RECEIPT OF STUDY MATERIALS<br>(Foundation/ Executive/Professional)  | anju.gupta@icsi.edu /store@icsi.edu           |
| 3            | PAPER-WISE EXEMPTION/ SWITCHOVER TO<br>NEW SYLLABUS                     | dd.garg@icsi.edu                              |
| 4            | NON-RECEIPT OF STUDENT COMPANY SECRETARY/<br>FOUNDATION COURSE BULLETIN | ankur.aggarwal@icsi.edu                       |
| 5            | CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER<br>AND OTHER PARTICULARS     | ankur.aggarwal@icsi.edu                       |
| 6            | CLASS ROOM TEACHING   | surya.mishra@icsi.edu                         |
| 7            | COMPUTER TRAINING   | vinny.mehta@icsi.edu                          |
| 8            | ADMIT CARD/ ROLL NUMBER FOR EXAMINATIONS                                | enroll@icsi.edu                               |
| 9            | ISSUE OF PASS CERTIFICATES  | siyaram@icsi.edu                              |
| 10           | ISSUE OF TRANSCRIPTS  | siyaram@icsi.edu                              |
| 11           | EXEMPTION FROM TRAINING   | hema@icsi.edu                                 |
| 12           | ANY MANAGEMENT TRAINING / APPRENTICESHIP                                | monika.arora@icsi.edu/                        |
| 13           | TRAINING RELATED QUERY  | shrutib.gupta@icsi.edu                        |
| 14           | 15 DAYS' SPECIALISED TRAINING   | nidhi@icsi.edu                                |
| 15           | STATUS OF ACS MEMBERSHIP APPLICATION                                    | Yogesh.singh@icsi.edu                         |
| 16           | NON-RECEIPT OF MEMBERSHIP NUMBER  | meenakshi.gupta@icsi.edu                      |
| 17           | OUT OF STOCK POSITION OF STUDY MATERIALS                                | store@icsi.edu                                |
| 18           | REFUND OF FOUNDATION/ EXECUTIVE/<br>PROFESSIONAL EXAMINATION FEE        | dinesh.kumar@icsi.edu                         |
| 19           | REFUND OF FOUNDATION / EXECUTIVE REGISTRATION FEE                       | shalini@icsi.edu                              |
| 20           | REFUND OF PROFESSIONAL PROGRAMME REGISTRATION FEE                       | dd.garg@icsi.edu                              |
| 21           | MARK SHEETS   | exam@icsi.edu                                 |
| 22           | VERIFICATION OF MARKS   | exam@icsi.edu                                 |
| 23           | VERIFICATION OF STUDENT QUALIFICATION                                   | siyaram@icsi.edu                              |
| 24           | MERIT-CUM-MEANS ASSISTANCE & MERIT SCHOLARSHIPS                         | exam@icsi.edu                                 |
| 25           | ICSI STUDENT EDUCATION FUND TRUST                                       | surya.mishra@icsi.edu                         |
| 26           | ENROLLMENT TO PROFESSIONAL PROGRAMME                                    | dd.garg@icsi.edu                              |
| 27           | TECHNICAL PROBLEMS AT THE WEBSITE                                       | info@icsi.edu                                 |
| 28           | REGISTRATION DENOVO/ EXTENSION  | dd.garg@icsi.edu                              |
| 29           | CHANGE OF ELECTIVE SUBJECT  | dd.garg@icsi.edu                              |
| 30           | ANY OTHER QUERY (SPECIFY)   | surya.mishra@icsi.edu                         |

# Examination

## 1. CONDUCT OF COMPUTER BASED EXAMINATION FOR FOUNDATION PROGRAMME

The Institute conducted first Computer Based Examination (CBE) for Foundation Programme on Saturday and Sunday, the 7th and 8th June, 2014 smoothly at 92 examination centres in India and one centre abroad at Dubai in four batches from 9.30 A.M. to 6.30 P.M. Out of 23,009 candidates enrolled, 21,113 candidates appeared on 7th June, 2014 and 21,101 candidates on 8th June, 2014.

The result of Computer Based Examination for Foundation Programme held on 7th and 8th June, 2014 is under process, and the date of declaration of the result shall be announced through the website of the Institute shortly.

## 2. ISSUING OF MARKS-SHEETS

The details of marks will be available immediately after the declaration of results of the Computer Based Examination for Foundation Programme on the Institute's website. Formal E-Result-cum-Marks Statement will be uploaded on the student portal [www.icsi.edu](http://www.icsi.edu) which may be downloaded by the students for reference and records.

## 3. ANNOUNCEMENT INVITING APPLICATIONS FOR 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF JUNE, 2014 EXAMINATIONS.

As per matter placed at Annexure – 'A'

## 4. NOTIFICATION FOR INVITING APPLICATIONS FOR 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF INSTITUTE'S JUNE, 2014 EXAMINATIONS.

As per matter placed at Annexure – 'B'.

### COMPUTER-BASED EXAMINATION FOR FOUNDATION PROGRAMME DECEMBER, 2014 TIME-TABLE AND PROGRAMME

| Day and Date of Examination   | Subjects   | Batch No. | Examination Timings |            |
|-------------------------------|--|-----------|---------------------|------------|
|                               |  |           | From                | To         |
| Saturday, 27th December, 2014 | Paper -1 Business Environment and Entrepreneurship <b>AND</b><br>Paper-2 Business Management, Ethics and Communication | I         | 9.30 A.M.           | 11.00 A.M. |
|                               |  | II        | 12.00 Noon          | 1.30 P.M.  |
|                               |  | III       | 2.30 P.M.           | 4.00 P.M.  |
|                               |  | IV        | 5.00 P.M.           | 6.30 P.M.  |
| Sunday, 28th December, 2014   | Paper-3 Business Economics <b>AND</b><br>Paper-4 Fundamentals of Accounting and Auditing                               | I         | 9.30 A.M.           | 11.00 A.M. |
|                               |  | II        | 12.00 Noon          | 1.30 P.M.  |
|                               |  | III       | 2.30 P.M.           | 4.00 P.M.  |
|                               |  | IV        | 5.00 P.M.           | 6.30 P.M.  |

## ATTENTION STUDENTS APPEARED IN JUNE, 2014 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations respectively, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983" and "Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983".

### MERIT SCHOLARSHIP

In pursuance of para 7 of the "Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme examinations per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme examination in June, 2014 should get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of Scholarship.

### MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme examinations per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute's website: [www.icsi.edu](http://www.icsi.edu) OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs.2,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Students who pass the Foundation Programme examination in June, 2014 must get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of this financial assistance.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" is being published elsewhere in this issue..

## NOTIFICATION

**ICSI/CS/4/2014**

### **MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983**

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 18th February, 2013, applications are invited to reach the Institute in the prescribed form on or before 25th November, 2014 for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "company secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in June, 2014 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's

Website link: [www.icsi.edu](http://www.icsi.edu) under Examination Section or obtained by post from the Institute free of cost by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-. Applications not made on the prescribed forms and/or without supporting documents, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before 25th November, 2014 are liable to be rejected.

**BY ORDER OF THE COUNCIL**

Sd/-

**File No.207:Exams:2014**

New Delhi – 110 003.

(CS SUTANU SINHA)

CHIEF EXECUTIVE

Dated, the 13th June, 2014

## ICSI Vision & Mission



### Vision

“ To be global leader in promoting good corporate governance ”

### Mission

“ To develop high calibre professionals facilitating good corporate governance ”

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Over one million companies in the country are custodians of huge resources of the society and public. They drive the growth of the economy. It is, therefore, imperative that their operations should be so carried out that they exist forever to contribute to prosperity of the society and the economy even as they balance the interests of various stakeholders. This requires care for and adherence to law and justice, ethics, compliance, governance, risk management, conflict resolution etc. A Company Secretary, who is a regulated professional, ensures just that.

**I am a member of ICSI.  
Only I do what I do.**



**THE INSTITUTE OF  
Company Secretaries of India**

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