

**ATTENTION STUDENTS !**

**EXPECTATIONS FROM THE STUDENTS DURING THE EXAMINATION ENROLLMENT  
FOR DECEMBER, 2016 CS EXAMINATIONS**

Some of the common errors committed by the students during the examination enrollment process are given hereunder with an advice to the students to be careful and avoid such errors which will help in eliminating the complications at a later stage.

<b>Sl.No.</b>	<b>Errors/ consequence</b>	<b>Expectations from the Students</b>				
1	Incorrect selection of Examination Centre, Medium & Module resulting in complications in their examination enrollment	Students are advised to be extremely careful while filling up the form & recheck all the parameters selected by them before finally submitting the form.				
2	Requests for change of Examination Centre, Medium & Module are made after expiry of the stipulated dates which are not accepted by the Institute	<p>After the last date for enrollment to examinations (with late fee) i.e. 10<sup>th</sup> October, 2016, the online facility for submission of request for change of Examination Centre, Medium &amp; Module is activated. Accordingly, students can submit their requests changes from 11<sup>th</sup> October, 2016 upto 15 days before the commencement of examinations. Students are advised to submit their requests for changes strictly as per stipulated dates. For December,2016 examination, the stipulated last dates are as under:</p> <table border="1"> <tr> <td>Foundation Programme (Computer Based) Examination</td> <td>18<sup>th</sup> November,2016 upto 16:00 Hours</td> </tr> <tr> <td>Executive &amp; Professional Programmes Examination</td> <td>6<sup>th</sup> December,2016 upto 16:00 Hours</td> </tr> </table>	Foundation Programme (Computer Based) Examination	18 <sup>th</sup> November,2016 upto 16:00 Hours	Executive & Professional Programmes Examination	6 <sup>th</sup> December,2016 upto 16:00 Hours
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3	Non-submission of request for Change of Elective Subject before submitting the examination form and in such cases, students will have no choice but to appear in the existing elective subject prior to examination enrollment	Students are allowed to opt for a different Elective Subject, if needed, in every examination session. However, the Online Request for Change of Elective Subject should be submitted before submitting the examination form. Once the examination form is submitted by the students, they will not be allowed to change the elective subject for the said session.				
4	Delay in deposit of Cash & Short remittance of Cash against Bank Challan (e.g. students generate Bank Challan on 25th September, 2016 and deposit the cash in bank on 26th September, 2016 or a later date without the applicable late fee) resulting in applicability of late fee.	Students may please note that those who generate the bank challan upto 25th September, 2016 (which is the last date for submission of examination form without late fee) have to deposit the cash in bank on 25th September, 2016 itself. In case they fail to deposit the cash by 25th September, 2016, they are required to regenerate the challan and deposit the cash with applicable late fee.				
5	Deposit of Cash against Bank Challan after the last date of examination enrollment (with late fee) i.e. 10th October resulting in rejection of examination application submitted by the students.	Students may please note that those who generate the challan on or before 10 <sup>th</sup> October, 2016 (Last date with late fee) are required to deposit the same latest by 10 <sup>th</sup> October, 2016 itself otherwise the examination form submitted by them will be rejected for late remittance of fee.				
6	Non-verification of preliminary enrollment status displayed on the website of the Institute resulting in complications at the time of downloading the admit card/ appearing in the examinations	The preliminary examination enrollment status in respect of each enrollment request is updated & displayed on the website of the Institute <a href="http://www.icsi.edu">www.icsi.edu</a> on real time basis. Students are expected to verify the status of their examination enrollment and point out the discrepancies, if any, immediately to the Institute at <a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a> OR at Tel.No. 011- 33132333/ 66204999. Students should check the preliminary enrollment details well in advance rather than pointing out the discrepancies when it is too late.				

Sl.No.	Errors /consequence	Expectations from the Students
7	Non-availability of a valid fee receipt/ acknowledgement for the examination fee paid failing which the examination application submitted shall be rejected.	Students may please note that they should hold a valid fee receipt/ acknowledgement bearing a unique acknowledgement number for the examination fee remitted by them which is automatically generated by the system at the time of making the payment. Some students assume that the payments made by them are successful considering the debit entry in their bank accounts which may be credited back to their accounts after a few days in case of failed transactions. Therefore, it is in the interest of the students to ensure that they are having a valid fee receipt/ acknowledgement for the payments made by them. It may please be noted by the students that excess fee, if any, received by the Institute would be refunded to them.
8	Delay in seeking Registration Denovo / Extension pending approval of requests for Registration Denovo/ Extension, students shall not be able to submit the examination form	The registration to regular stage (consisting of Executive Programme & Professional Programme) is valid for a period of five years. Students whose registrations are expiring in the month of February/ August are eligible for appearing in June/ December Examinations respectively. However, students whose registrations are expiring prior to the months of February/ August are required to seek Registration Denovo/ Extension (as per guidelines) to become eligible for appearing in June/ December Session of Examinations. Students are required to seek Registration Denovo/ Extension leaving a reasonable period for its approval to become eligible for submitting the examination form by the stipulated dates.
9	Non-verification of paper-wise exemption granted to the students automatically/proactively by the Institute under the 60% Marks Criteria. Students appearing in the examinations disregarding the exemption granted may please note that the exemptions in the said papers (including the exemptions granted in inter-related papers) are cancelled resulting in complications at the time of computation of results.	As per the revised process followed by the Institute, paper-wise exemptions applicable on the basis of 60% Marks Criteria on the basis of their performance in June, 2016 Examinations shall be granted to the students automatically by the Institute and the same shall be shown in their individual online accounts & in the Admit Card. Students are advised to be extremely careful while deciding to appear in the examinations of exempted papers as the exemptions granted to them in those papers and also inter-related subjects shall be cancelled which can not be revived. Students who are not interested to avail the exemption may cancel the same by sending a formal request to the Institute at <a href="mailto:exemption@icsi.edu">exemption@icsi.edu</a> . However, students may please note that exemptions once cancelled cannot be revived under any circumstances. Students are advised to inform whether they want to retain or cancel the exemption by the last date for enrollment to examination i.e. by 10th October, 2016.
10	Non-submission of paper-wise exemption requests at Professional Programme Stage based on ICAI(Cost) Final Pass. The exemptions are not granted automatically resulting in complications at the time of appearing in the examinations.	Students who are granted exemptions in Executive Programme Stage on the basis of ICAI(Cost) Final Pass are not automatically granted exemptions in Professional Programme Stage. Students are essentially required to submit a formal request for exemption in Professional Programme Stage separately and students should not assume such exemptions are granted automatically by the Institute on the basis of their request submitted when the students were at the Executive Programme Stage.
11	Non-regularisation of Provisional Registrations to Foundation Programme/ Executive Programme resulting in rejection of examination enrollment request and/ or cancellation of results	Students who have been provisionally registered to Foundation Programme & Executive Programme Stages of CS Course are essentially required to regularise their registrations within a maximum period of six months from their date of registration by submitting the proof of passing 10+2 Examinations / Bachelor's Degree Examinations respectively failing which the registrations will be cancelled. Students must regularise their provisional registrations before submitting their examination forms to avoid complications at the time of examination enrollment & declaration of results.

<b>Sl.No.</b>	<b>Errors /consequence</b>	<b>Expectations from the Students</b>
12	Non-verification of the photograph & signature in Online Accounts of the Students resulting in complications at the time of issue of Admit Card/ appearing in the examinations	Students are expected to point out discrepancies, if any, in the photograph & signature available in their online profile/ account to avoid mismatches in Admit Card, Attendance Sheet, etc. In case photograph & signature are not available in the online account, students must upload the same at the time of examination enrollment process.
13	Non-submission of Request for Switchover to Professional Programme (New Syllabus) without which the Professional Programme(Old Syllabus) students shall not be able to submit examination form from December, 2016 Session	The last examination under Professional Programme(Old Syllabus) has been held in June, 2016. All students under Professional Programme(Old Syllabus) are essentially required to submit online switchover request at <a href="http://www.icsi.edu">www.icsi.edu</a> to become eligible to enroll for December, 2016 Session of CS Examinations.

**SUMMARISED CHECK POINTS FOR STUDENTS TO AVOID COMPLICATIONS IN EXAMINATION ENROLLMENT**

- **Have you correctly filled up the Combination of Module(s)?**
- **Have you correctly filled up the Medium of Examination?**
- **Have you correctly filled up the Examination Centre?**
- **Have you checked the availability of correct photograph and signature in your online account?**
- **Have you successfully remitted the examination fee and downloaded the fee receipt / acknowledgement?**
- **Have you checked the preliminary enrollment details on the website [www.icsi.edu](http://www.icsi.edu)?**
- **Have you checked the validity of your existing registration?**
- **Have you gone through the guidelines of paper-wise exemption and complied with the requirements thereof ?**
- **Have you gone through the guidelines of switchover to new syllabus and complied with the requirements thereof ?**
- **Have you regularised your provisional registration to Foundation Programme / Executive Programme by submitting the proof of passing 10+2 Examinations / Bachelor's Degree Examinations respectively?**

**NOTE : In case your answer to any of the questions given above is "NO", there is every chance of complications in the examination enrollment which may affect the enrollment, appearance, results, etc. Therefore, please make it a point to ensure compliance with all the check points given above to avoid complications.**

**SCHEDULE OF ENROLLMENT FOR DECEMBER, 2016 CS EXAMINATIONS**

**LAST DATE FOR SUBMISSION OF EXAMINATION FORM : 25TH SEPTEMBER, 2016**  
**LAST DATE FOR SUBMISSION OF EXAMINATION FORM ( WITH LATE FEE ) : 10TH OCTOBER, 2016**  
**MODE OF ENROLLMENT : ONLINE MODE([www.icsi.edu](http://www.icsi.edu))**

**For any queries/ clarifications pertaining to examination enrollment, students may contact the Institute through :**

**Tel.Nos. 011-33132333 / 66204999**  
**Grievance Portal at [www.icsi.edu](http://www.icsi.edu) (<https://www.icsi.in/student/Home/SuggestionsGrievances.aspx>)**  
**Feedback System on "CS Touch" App**  
**Dedicated E-Mail Id : [grievance.solutions@icsi.edu](mailto:grievance.solutions@icsi.edu)**

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