

8 Months CS Foundation Programme

For 10+2 pass or
equivalent



a course that transforms students into
corporate professionals



ICSI Introduces 24 x 7 Study through E-learning



The Institute of
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
Website : www.icsi.edu

The Institute

- The Institute of Company Secretaries of India (ICSI) is a premier national professional body established by an Act of Parliament.
- ICSI functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India.
- ICSI regulates and develops the profession of Company Secretaries.
- The Institute has its Headquarters at New Delhi. Regional Offices at Chennai, Delhi, Kolkata, and Mumbai, 45 Chapters and 24 satellite chapters, 66 examination centers including an overseas centre at Dubai.

Objectives of CS Foundation Programme

- A career opportunity for students passing the 10+2 or equivalent examination.
- To attract talented students to the profession, at the right age, having requisite aptitude and to have wider options.

Eligibility for Admission

- Students who have passed 10+2 or its equivalent examination.
- Students who have appeared or enrolled for appearing in Senior Secondary (10+2 or its equivalent) examination are eligible for provisional admission.
- Proof of passing the said examination is required to be furnished within 6 months of the provisional admission.

Important Dates

- 31st March for appearing in December examination of the same year.
- 30th September for appearing in June examination of the next year.

Course Fee, Duration & Study Material

- Rs. 3,000 payable at the time of admission.
- Admission is open throughout the year and is valid for three years.
- Duration of the Course is 8 months.
- Students are provided with study material at the time of admission.

Subjects of Foundation Programme

- English and Business Communication (FCEBC).
- Economics & Statistics (FCE&S).
- Financial Accounting (FCFA).
- Elements of Business Laws and Management (FCEBLM).

Level of Knowledge Required

- Basic and conceptual knowledge.

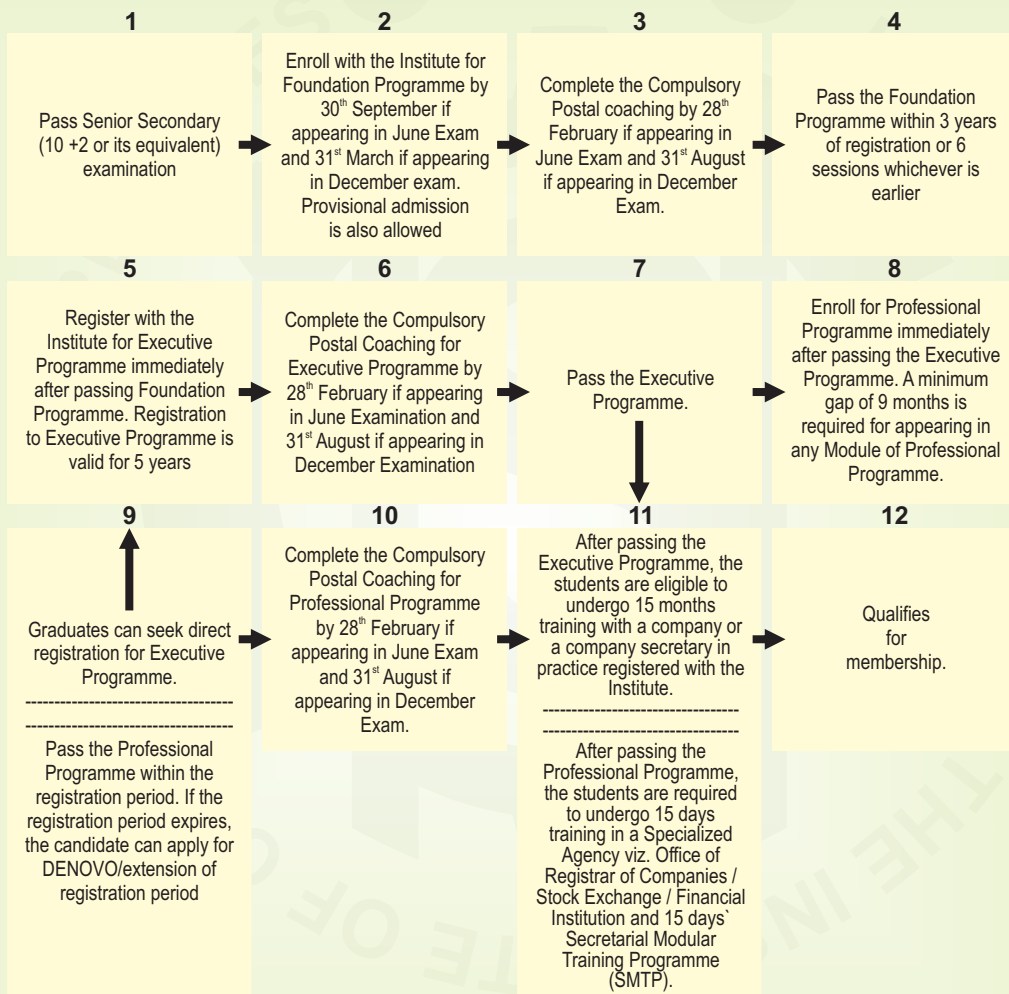
Examination Fee and Last Date

- Examination is conducted twice a year in June and December.
- Examination fee is Rs.875 (lump sum) payable together with examination form. Last date for receipt of enrolment application for appearing in examination is:
 - 25th March (with late fee of Rs. 100/- till 9th April) for June examination.
 - 25th September (with late fee of Rs. 100/- 10th October) for December examination.

Coaching Facilities

- The Institute imparts compulsory postal tuition.
- The Student will have the option to attend the Oral Coaching Classes organised by the Institute at selected places through Regional Councils/ Chapters/ Satellite Chapters / Accredited Centres.
- Students will have the option to attend oral coaching classes organized by the Institute at selected places through its Regional Councils and Chapters, on payment of extra fee (fee for oral coaching).

SCHEME FOR ENTRY TO COMPANY SECRETARIES PROFESSION THROUGH FOUNDATION PROGRAMME



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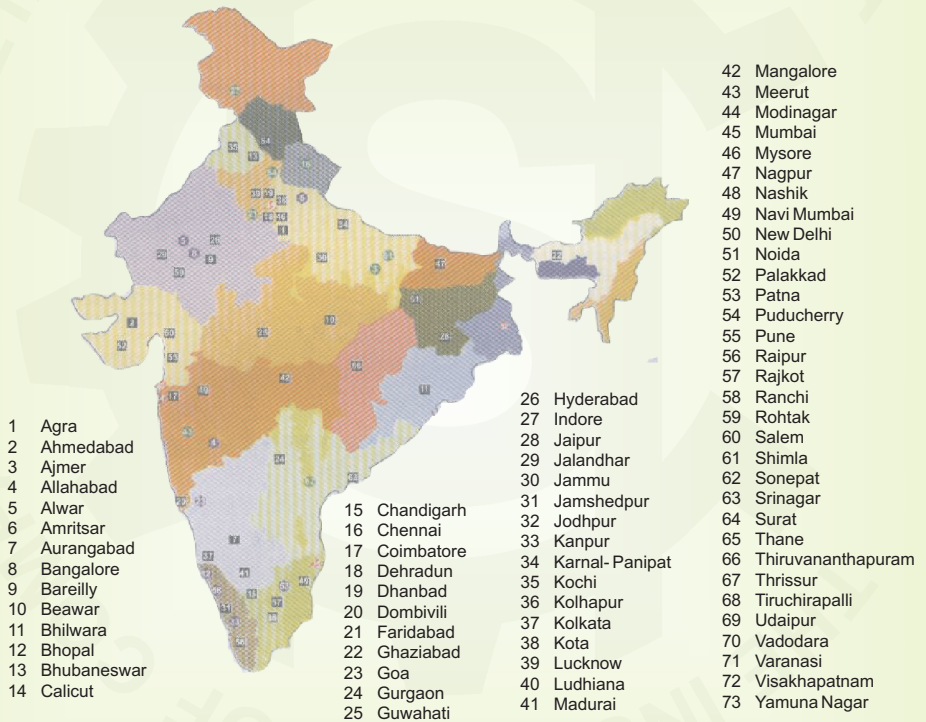
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Phones : 41504444, 24617321-24, Fax : 24626727

E-mail : info@icsi.edu Website : www.icsi.edu

8 months CS Foundation Programme

The Institute has its Headquarters at New Delhi, 4 Regional Councils at Chennai, Kolkata, Mumbai & New Delhi, 45 Chapters, 24 Satellite Chapters, 66 Examination Centres located in various cities all over India including an overseas centre at Dubai and the centre for Corporate Research and Training (CCRT), at Navi Mumbai.



Stages to become a Company Secretary

Continuing Professional Development

Pre-Membership / Management Training (16 Months)

Professional Programme (8 Papers)

Executive Programme (6 Papers)

Foundation Programme (4 Papers)

8 months CS Foundation Programme

- A student is required to successfully complete postal or oral coaching to become eligible for appearing in the examination.

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

- In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. Students throughout 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.
- 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. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies virtually into the space age.
- Undergoing of e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intending to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.
- To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>
- A nominal annual fee of Rs 250/-** (Rupees Two hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning). The candidate can use the following modes of payment for availing the service.

Online on the website <http://elearning.icsi.edu> by Credit Card / Debit card/ ECS (electronic clearing services).

By way of Demand Draft (DD) in the name of 'ICSI GurukulOnline' payable at Mumbai (For more information visit the website <http://elearning.icsi.edu>)

** The charges for subsequent years is listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.

Medium of Instruction / Examination

- The study material at present is being made available in English medium only.
- Students can submit the response sheets to the test papers under the compulsory postal tuition scheme in Hindi as well, if they so desire.
- The Institute allows the option of writing the examination in English or Hindi medium.

Qualifying Marks

A candidate is declared to have passed the Foundation Programme, if he/she secures at one sitting a minimum of 40% marks in each subject and 50% marks in the aggregate of all subjects.

What Next, after passing CS Foundation Programme?

- Candidates who pass the Foundation Programme are eligible to seek registration as students for the Executive Programme.
- The fee for registration to the Executive Programme is Rs. 4900

Prospectus & Application Form

- Available at Headquarters/Regional Councils / Chapters.
- Cash Payment : Rs. 200
- Post / Courier – DD/PO : Rs. 250
- DD/PO in favour of "The Institute of Company Secretaries of India, payable at New Delhi.

For further details please contact / write to

Joint Director (Student Services)

The Institute of Company Secretaries of India

C-37, Sector 62, NOIDA 201 301(U.P.), Phone : 0120-4239998 / 99, E-Mail : dss@icsi.edu / ss-fond@icsi.edu

REGIONAL COUNCILS & CHAPTERS OF THE INSTITUTE

EASTERN INDIA REGIONAL COUNCIL

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Panaji (Goa): 2435033 Indore: 2491643 Nagpur: 2453276

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Raipur: 4069290 Rajkot: 2477516 Surat: 2472467 Thane:

25444479, 9869812904 Vadodara: 2331498

Satellite Chapters : Aurangabad: 2485484 Kolhapur:

2524519 Nashik: 2509989, 2500150

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