

CS FOUNDATION COURSE

(e-bulletin for Foundation Programme Students)

NOVEMBER 2015



Message from the President

Dear Students,

*"The will to succeed is important, but what's more important is the will to prepare."
- Bobby Knight*

Inside This Issue

- Academic Guidance
- Students – ICSI Academic Connect
- Guidance on Registration for Students
- Examination
- News from Region

There is always something warm and bright, about this time of the year, when everything has a special glow and hearts are full of joy. May the warmth and splendor, that are a part of this auspicious occasion of Diwali, fill your life with happiness and bright cheer, and bring to you joy and prosperity for the whole year.

In Hindu Mythology darkness represents ignorance, and light is a metaphor for knowledge. Lighting a lamp during Diwali, symbolizes the destruction, of all negative forces through knowledge. We should therefore aspire to acquire more and more knowledge that comes from hard work and rigorous preparation.

The Institute has undertaken some new initiatives and has enriched the academic resources on its website with more video lectures under MOOCs. A major e-learning initiative is underway, which would change the face of education at ICSI. It would converge everything that a student wants on an e-platform. The Institute has also launched 'ICSI Study Centre Scheme' in collaboration with recognised Universities/Colleges, to reach out to the students in areas which are not represented by the Institute's Regional/Chapter offices. Moreover 6 new examination centres have been opened up in different parts of the country for conduct of CS examinations from December, 2015 session. Details of these new centres can be referred inside this e-bulletin.

So prepare well and always focus on the goals you set in life. Take action towards your goal every day and strive towards their accomplishment. Do not take any shortcuts in your preparation.

My best wishes for your all endeavors.

Wishing you all a very bright & prosperous Deepawali.

CS Atul H. Mehta
President
president@icsi.edu

Academic Guidance

Negotiable Instruments (Amendment) Second Ordinance, 2015*

The Negotiable Instrument Act, 1981 was enacted to define and amend the law relating to Promissory Notes, Bills of Exchange and Cheques. The object of the Act is to encourage the usage of cheques and enhancing the credibility of the instrument so that the normal business transactions and settlement of liabilities can be ensured.

In exercise of powers conferred by Article 123(1) of the constitution of India, the President of India has promulgated a new ordinance, namely, the Negotiable Instruments (Amendment) Second Ordinance, 2015, which shall be deemed to have come into existence with effect from 15 June 2015. This Negotiable Instruments (Amendment) Second Ordinance, 2015 amended section 6 & 142 and inserted a new section 142A in the Negotiable Instrument Act, 1981. The amendments focused on clarifying the jurisdiction related issues for filing cases for offence committed under section 138 of the Negotiable Instrument Act, 1981. Section 138 deals with the offence pertaining to dishonour of cheque for insufficiency, etc., of funds in the drawer's account on which the cheque is drawn for the discharge of any legally enforceable debt or other liability.

Cheque (Section 6)

Section 6 of the Act provides that a 'cheque' is a bill of exchange drawn on a specified banker and not expressed to be payable otherwise than on demand and it includes the electronic image of a truncated cheque and a cheque in the electronic form.

As per explanation appended to the section, the expression:

- (a) "a cheque in the electronic form" means a cheque drawn in electronic form by using any computer resource and signed in a secure system with digital signature (with or without biometrics signature) and asymmetric crypto system or with electronic signature, as the case may be;
- (b) 'a truncated cheque' means a cheque which is truncated during the course of a clearing cycle, either by the clearing house or by the bank whether paying or receiving payment, immediately on generation of an electronic image for transmission, substituting the further physical movement of the cheque in writing. (Explanation I).

'Clearing house' means the clearing house managed by the Reserve Bank of India or a clearing house recognised as such by the Reserve Bank of India. (Explanation II).

* Chittaranjan Pal, Assistant Education Officer, ICSI

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

“Asymmetric crypto system”, “computer resource”, “digital signature”, “electronic form” and “electronic signature” shall have the same meanings respectively assigned to them in the Information Technology Act, 2000. (Explanation III)

The Ordinance amends the definition of ‘cheque in the electronic form’. As per the amendment ‘cheque in the electronic form’ means a cheque drawn in electronic medium using any computer resource and which is signed in a secure system with a digital signature, or electronic system.

Further, the amendment also defines the meaning of “asymmetric crypto system”, “computer resource”, “digital signature”, “electronic form” and “electronic signature”. As per the amendment “asymmetric crypto system”, “computer resource”, “digital signature”, “electronic form” and “electronic signature” shall have the same meanings respectively assigned to them in the Information Technology Act, 2000.

Cognizance of offence (Section 142)

- (1) Notwithstanding anything contained in the Code of Criminal Procedure, 1973 -
- (a) no court shall take cognizance of any offence punishable under section 138 except upon a complaint, in writing, made by the payee or, as the case may be, the holder in due course of the cheque.
 - (b) such complaint is made within one month of the date on which the cause -of- action arises under clause (c) of the proviso to section 138;
Provided that the cognizance of a complaint may be taken by the court after the prescribed period, if the complainant satisfies the court that he had sufficient cause for not making the complaint within such period.
 - (c) no court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under section 138.
- “(2) The offence under section 138 shall be inquired into and tried only by a court within whose local jurisdiction,—
- (a) if the cheque is delivered for collection through an account, the branch of the bank where the payee or holder in due course, as the case may be, maintains the account, is situated; or
 - (b) if the cheque is presented for payment by the payee or holder in due course otherwise through an account, the branch of the drawee bank where the drawer maintains the account, is situated.

Explanation.—For the purposes of clause (a), where a cheque is delivered for collection at any branch of the bank of the payee or holder in due course, then, the cheque shall be deemed to have been delivered to the branch of the bank in which the payee or holder in due course, as the case may be, maintains the account.”.

The amendment inserted above new sub-section (2) in section 142 and provides for filing of cases only by a court within whose local jurisdiction the bank branch of the payee, where the payee delivers the cheque for payment is situated. Further, where a complaint has been filed against the drawer of a cheque in the court having jurisdiction under the new scheme of jurisdiction, all subsequent complaints arising out of section 138 against the same drawer

shall be filed before the same court, irrespective of whether those cheques were presented for payment within the territorial jurisdiction of that court.

Validation for transfer of pending cases (Section 142A)

- (1) Notwithstanding anything contained in the Code of Criminal Procedure, 1973 or any judgment, decree, order or directions of any court, all cases arising out of section 138 which were pending in any court, whether filed before it, or transferred to it, before the commencement of the Negotiable Instruments (Amendment) Ordinance, 2015 shall be transferred to the court having jurisdiction under sub-section (2) of section 142 as if that sub-section had been in force at all material times.
- (2) Notwithstanding anything contained in sub-section (2) of section 142 or sub-section (1), where the payee or the holder in due course, as the case may be, has filed a complaint against the drawer of a cheque in the court having jurisdiction under sub-section (2) of section 142 or the case has been transferred to that court under sub-section (1), and such complaint is pending in that court, all subsequent complaints arising out of section 138 against the same drawer shall be filed before the same court irrespective of whether those cheques were delivered for collection or presented for payment within the territorial jurisdiction of that court.
- (3) If, on the date of the commencement of the Negotiable Instruments (Amendment) Ordinance, 2015, more than one prosecution filed by the same payee or holder in due course, as the case may be, against the same drawer of cheques is pending before different courts, upon the said fact having been brought to the notice of the court, such court shall transfer the case to the court having jurisdiction under sub-section (2) of section 142 before which the first case was filed and is pending, as if that sub-section had been in force at all material times.”.

The amendment inserted above new section 142A and provides that if more than one prosecution is filed against the same drawer of cheques before different courts, upon this fact having been brought to the notice of the court, the court shall transfer the case to the court having jurisdiction as per the new scheme of jurisdiction.



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Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday- Friday) at 011-45341074.

Students may also write their academic queries on academics@icsi.edu



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विद्यार्थी ध्यान दें, वह अपने विषय सम्बन्धी संदेह निवारण के लिए सोमवार से शुक्रवार (समय दोपहर २.०० से ३.०० बजे) दूरभाष न. 011-45341074 पर संपर्क कर सकते हैं या उसे ई-मेल academics@icsi.edu पर भेज सकते हैं।

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshashtra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhiamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi,
- Vyavasayik Arthashashtra Part – II, by S C Sharma,
- Lekhankan Ke Mool tatv Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari SN & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouthi Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhiniyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr Ravi Gupta

Eastern Book Company:

- Administrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Uphokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach To Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

Student Services

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of services and their uses which are important for awareness are listed :

CALL CENTRE

The Institute has established a dedicated call centre with Phone No.s 011-33132333 & 011-66204999. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.

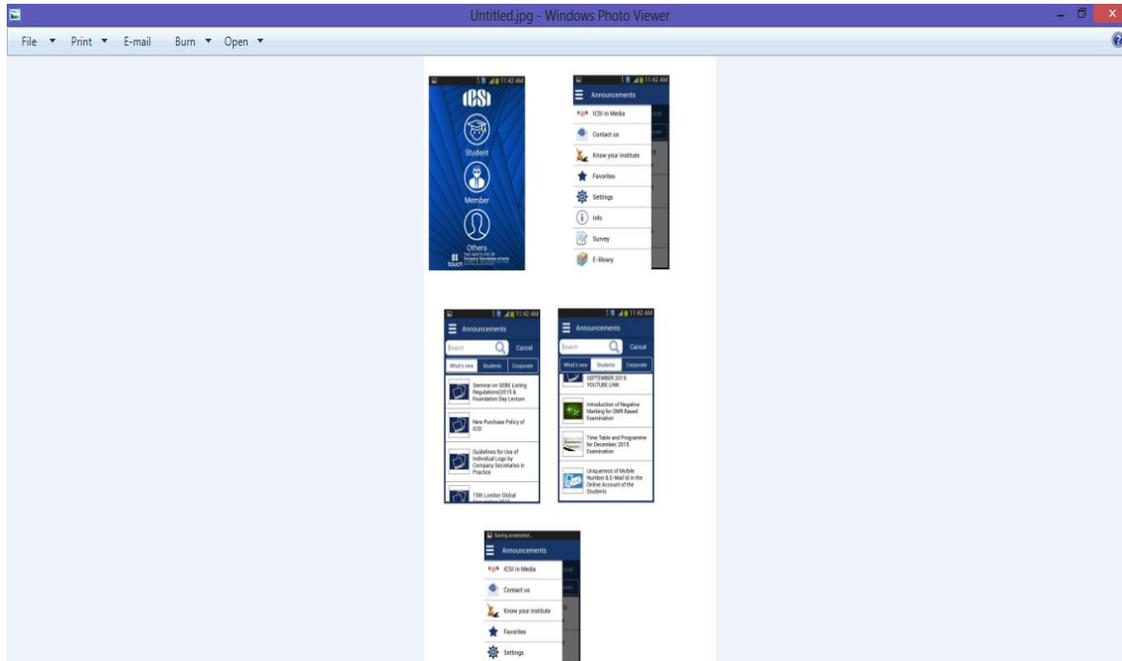


eBOOKS

Students have now been provided various options for study material. In addition to softcopy of the study material, eBooks have also been developed. All such eBooks shall be displayed when the website of the Institute www.icsi.edu is viewed only through mobile device. These eBooks can be freely downloaded on the mobile device for reading. Appropriate reader for these epub file may be downloaded from respective online stores. For example for android mobile platform, the online store play.google.com may be used. There are many readers available on the android platform and many of them have got enhanced capability of speech and search. One such reader on the android platform is Cool Reader. All the epub files can be downloaded and opened through such eBook readers.

CS TOUCH - ANDROID BASED MOBILE APPLICATION

The Institute of Company Secretaries of India has launched 'CS touch' an android and IOS based mobile application for students and members recently. CS touch is an android and IOS based mobile application for web based content Management system. The application features are Splash screen, home screen, top menu screen. Following categories will be available to end users in times to come like Announcements, Events, Photo Gallery, Videos, President message, ICSI in media, Contact us, Know your Institute, Favourite, Setting and Info among others. CS touch is available in Google play store. You can download the same from Google play store.



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 upto September 2012 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

Students who have not passed the Foundation Examination within the validity period of their registration and are not graduates, may seek fresh admission online at Institute's website www.icsi.edu together with the Foundation Programme admission fee of Rs.4500/-.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

Students who have passed the Foundation Program examination held in June 2015 and would register in Executive Program upto and including 31st August 2015 would be eligible to appear in both modules of the Executive Program to be held in June 2016 examination and students who have taken registration in Executive Program between 1st September 2015 to 30th November 2015 will be eligible to write only one module in June 2016 examination of the Executive Programme.

Students can register online at institute's website www.icsi.edu at online services option. 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. Students who do not want to opt for physical copy of study material need to remit Rs. 7000/- only towards registration fees.

CHANGE OF ADDRESS/CREATION OF PASSWORD

Students are advised to update their addresses instantly through online services option at www.icsi.edu. Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen).The process is given below.

- 1) Visit Institute's website www.icsi.edu
- 2) Click on ON-LINE SERVICES (top right side of your screen)

- 3) Click on Student Login
- 4) Type your registration number in Username
- 5) Click on Reset password (students only)
- 6) Enter your all details (i.e. Your Programme, Registration Number, Gender, DOB, Pin Code etc.)
- 7) Click on Proceed.
- 8) Enter your correct e-mail id & mobile number
- 9) Click on Reset Password and Get the password on screen.

UPDATION OF E-MAIL ADDRESS/ MOBILE NUMBER

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at www.icsi.edu at request option.

STUDENT IDENTITY CARD

Identity Card can be downloaded after logging into the Student Portal at www.icsi.edu. 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 Nationalized Bank.
4. Principal of a recognized School/College.
5. Officer 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, Examination Centres, etc.

VERIFICATION OF PARTICULARS IN THE STUDENT ACCOUNT

Students are advised to invariably check the particulars in their online Account and point out discrepancies, if any, in name, photograph, signature, paper-wise exemption status, validity of registration, other particulars, etc. to avoid mismatches in Identity Card, Admit Card, Attendance Sheet, etc. which may create complications at the time of appearing in the examinations, declaration of results, issue of mark sheets, etc. .

All the students are further advised to maintain uniformity in their signatures on student's identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Students provisionally admitted to the Foundation Programme are advised to upload the scanned copies of their Senior Secondary Marksheet/Pass Certificates for regularizing their admission at their online account at 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. Students, who have already uploaded / submitted their Senior Secondary Examination Markssheets /Pass Certificate and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing mechanism of the Institute quoting the following particulars:

Name

Details of Fee paid

Admission No.

Email Address

Complete Postal Address with Pincode

CANCELLATION OF PROVISIONAL ADMISSION

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

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME STUDY MATERIAL

All registered students who have uploaded their documents successfully and their application has been approved by the Institute are supplied with the set of study material in case they have opted for the same at the time of registration. Those who have not received Study material, are therefore, advised to send their request /query through Grievance Solutions Cell. Details of submitting request through grievance solutions cell is given below under the head " ICSI Grievance Solutions Cell"

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

Through Regional Councils/Chapters

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom 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 classroom teaching is optional.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches is available on the website at the following links :-

<http://www.icsi.edu> (Regional /Chapter Office, address and contact details)

<https://www.icsi.edu/ClassRoomTeaching.aspx> (Module/Subject wise details for running batches)

24 HOURS CS HELPLINE

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course & Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute [i.e. www.icsi.edu](http://www.icsi.edu).

PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE.

ICSI GRIEVANCE SOLUTIONS CELL

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries are not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below :-

1. Click on the “Online Services” button on the home page of Institute’s Website (<http://www.icsi.edu>).
2. Click on “Login” button.
3. Enter your User ID (Registration Number / Membership Number) and Password
4. Click on “Login” button
5. Click on “Home” Option and select “Suggestion/Grievances” option
6. Select the Options available as per the nature of your query and enter the details
7. Click on the “Submit” button

Alternatively, the grievances may be sent at E-Mail Id : grievance.solutions@icsi.edu.



Schedule of Submission of Examination Form & Requests for Changes in Examination Enrollment Status pertaining to December, 2015 Session of Examinations

Students desirous of appearing in December, 2015 Session of CS Foundation Programme Examinations may please note that the last dates for submission of online examination form & changes thereof are as under : -

Particulars	Last Date
Submission of examination form and fee for appearing in Foundation Programme (Computer-based) Examinations without late fee	25 th September, 2015
Submission of examination form and fee for appearing in Foundation Programme (Computer-based) Examinations with Late Fee of Rs.250/-	10 th October, 2015
Change of Examination Centre(*)	6 th December, 2015 (Upto 16:00 Hours)

(*) The online facility for submission of requests for change in Examination Centre will be activated from 11th October, 2015 onwards.

UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter

Click on appropriate links on home page of ICSI website to get access to these webpages.

<https://twitter.com/indiacs>

<https://www.facebook.com/ICSI>

Examination

1. COMPUTER BASED EXAMINATION DECEMBER, 2015

The next Computer Based Examination for CS Foundation Programme will be held on 26th and 27th December, 2015 as per the following Examination Time-Table and Programme.

DAY AND DATE OF EXAMINATION	SUBJECTS		BATCH NO.	EXAMINATION TIMINGS	
				From	To
Saturday, 26 th December, 2015	Paper-1	Business Environment and Entrepreneurship AND	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-2	Business Management, Ethics and Communication	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.
Sunday, 27 th December, 2015	Paper-3	Business Economics AND	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-4	Fundamentals of Accounting and Auditing	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.

**Allotment of time-slot to each student will be made by the Institute and no request for change of time-slot will be entertained.*

2. EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION - DECEMBER, 2015

The Computer Based Examination for Foundation Programme scheduled in December, 2015 shall be conducted at 109 examination centers, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Allahabad, 7. Alwar, 8. Amarvati, 9. Ambala, 10. Aurangabad, 11. Bangalore, 12. Bareilly, 13. Beawer, 14. Belgaum, 15. Bhayander, 16. Bhilai, 17. Bhilwara, 18. Bhopal, 19. Bhubaneswar, 20. Bikaner, 21. Bilaspur, 22. Calicut, 23. Chandigarh, 24. Chennai, 25. Chittorgarh, 26. Coimbatore, 27. Dehradun, 28. Delhi (East), 29. Delhi (North), 30. Delhi (South), 31. Delhi (West), 32. Dhanbad, 33. Ernakulam, 34. Faridabad, 35. Gandhinagar, 36. Ghaziabad, 37. Gorakhpur, 38. Gurgaon, 39. Guwahati, 40. Gwalior, 41. Hisar, 42. Hooghly, 43. Howrah, 44. Hubli-Dharwad, 45. Hyderabad, 46. Indore, 47. Jabalpur, 48. Jaipur, 49. Jalandhar, 50. Jalgaon, 51. Jammu, 52. Jamnagar, 53. Jamshedpur, 54. Jhansi, 55. Jodhpur, 56. Kanpur, 57. Kolhapur, 58. Kolkata (North), 59. Kolkata (South), 60. Kota, 61. Kottayam, 62. Lucknow, 63. Ludhiana, 64. Madurai, 65. Mangalore, 66. Meerut, 67. Mumbai (CG), 68. Mumbai (GTK), 69. Mumbai (JOG), 70. Mysore, 71. Nagpur, 72. Nasik, 73. Navi Mumbai, 74. Noida, 75. Pali, 76. Panaji, 77. Panipat, 78. Patiala, 79. Patna, 80. Pimpri-Chinchwad, 81.

Puducherry, 82. Pune, 83. Raipur, 84. Rajkot, 85. Ranchi, 86. Rohtak 87 Rourkela, 88. Sagar, 89. Salem, 90. Satara, 91. Shimla, 92. Sikar, 93. Siliguri, 94. Sonapat, 95. Srinagar, 96. Surat, 97 Thane, 98. Thiruvananthapuram, 99. Thrissur, 100. Tiruchirapalli, 101. Tumkur 102. Udaipur, 103. Ujjain, 104. Vadodara, 105. Varanasi, 106. Vijayawada, 107. Visakhapatnam, 108. Yamuna Nagar and 109. *Overseas Centre — Dubai.*

NOTES: 1. *The Institute reserves the right to withdraw any centre at any stage without assigning any reason.*

2. *Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.*

3. FREQUENTLY ASKED QUESTIONS REGARDING COMPUTER BASED EXAMINATION (CBE)

The next Computer Based Examination (CBE) for CS Foundation Programme will be held on 26th and 27th December, 2015. The Institute has prepared some FAQs to familiarise and guide the students about CBE. These FAQs are given herein below for the information of the students.

FREQUENTLY ASKED QUESTIONS (FAQS) ON COMPUTER BASED EXAMINATION

Q.1: What is Computer Based Examination (CBE)?

A: In CBE, a candidate appears for the examination, which is conducted entirely through computer thus replacing use of paper and pen in the examination.

Q.2: Is computer knowledge required to appear in Computer Based Examination?

A: No. The computer interface is easy to use and requires no previous knowledge of computer. Candidates would be required to sit before a computer terminal and use computer-mouse while attempting the questions. Therefore the candidates, at the most, need to know only how to use computer-mouse in CBE.

Q.3: Is Computer Based Examination conducted using Internet?

A: No. CBE is conducted using secured Local Area Network (LAN).

Q.4: In case of any problem in computer or Local Area Network (LAN), who will assist the candidates?

A: IT professional(s) will remain present to assist the candidates in case of any eventuality.

Q.5: Where will the Computer Based Examination be held?

A: CBE would be held in all those cities in India and abroad where the Institute's existing examinations are held and it shall be conducted at specified examination centres/venues. The list of examination centres is available on the Institute's website:

[https://www.icsi.edu/Docs/Website/Regionwise%20Centre%20List Dec%202015%20Exam.pdf](https://www.icsi.edu/Docs/Website/Regionwise%20Centre%20List%20Dec%202015%20Exam.pdf). However, the address of examination centre/venue would be provided on the Candidates' Admit Card.

Q.6: What are the dates for conduct of CBE in December, 2015 and maximum time allowed for each subject of examination?

A: CBE will be held in two days *i.e.* on 26th & 27th December, 2015, as per the schedule provided in the Time-Table above. On each day, composite time of 90 minutes shall be provided to each candidate for both the papers (45 minutes in case of exemption in one paper. After the expiry of 90 minutes, the candidates will not be able to attempt any question or check the answer. The answers of candidates would be saved automatically by the computer system, even if the candidate has not clicked the "Finish" Button.

Q.7: How many questions would be there in each subject of CBE?

A: There would be 50 Multiple Choice Questions (MCQs) of two marks each in every subject of CBE. On day one, candidates would be examined in Paper-1 and Paper-2, carrying 100 MCQs in all, which would be required to be attempted in 90 minutes session of examination. Similar pattern would be followed on day two for Paper-3 and Paper-4, as per the schedule of examination given above.

Q.8: How to answer a question in Computer Based Examination?

A: The Questions may be answered in any order within the stipulated examination time. Each question shall be followed by four alternative answers marked as A, B, C and D. In order to answer a question, the candidate would "click" the option/answer which he/she thinks, as the most appropriate/correct. The option, so clicked will be highlighted, automatically saved and treated as "answer" given by the candidate.

Q. 9: When should a candidate report at the examination centre?

A: One hour before the scheduled time of start of examination.

Q.10: Can a candidate take the examination from home?

A: No. The CBE is to be taken in a secure testing environment at the specified examination centre. The presence of an authorized proctor is necessary to launch and monitor the examination process.

Q.11: Is there any negative marking for the wrong answer?

A: No. There is no negative marking for the wrong answer.

Q. 12: Can a candidate skip any question and return to the same later on?

A: A candidate can answer the question in any order he/she likes to attempt. In case a candidate does not wish to answer any question, he/she should not "click" answer for that question and instead "click" next question.

Q.13: Can a candidate review his/her answer?

A: A candidate has the option to "bookmark" any question to review at a later stage before clicking the "Finish" button.

Q.14: Can a candidate change his/her answer to any question?

A: Yes. A candidate can make changes in his/her answer(s) already chosen, by simply clicking the other alternate answer of his/her choice at any time before conclusion of examination or before clicking "Finish" button.

Q.15: How to enroll for Computer Based Examination, what is the examination fee and last date for enrolment for appearing in December, 2015 examination?

A: Candidates can apply online for the examination from 26th August, 2015, through the Institute's website: www.icsi.edu after logging into their respective accounts and by submitting the examination form along with the examination fee of Rs.1200/- through credit card/debit card/net-banking/Canara Bank challan system. A separate link for enrolment would be provided on the Institute's website.

Last date for enrolment for appearing in December, 2015 examination is 25th September, 2015. However, a candidate may enrol himself/herself online up to 10th October, 2015 by paying late fee of Rs. 250/- over and above the examination fee of Rs. 1200/-.

Q.16: Will the candidates be allowed to Change the Examination Centre after submission of examination form and payment of examination fee?

A: Candidates may submit their online requests for change of Examination Centre upto 7th December, 2015 along with payment of Rs. 250/- for such change. After the said date, students will not be allowed to change the examination centre.

Q.17: When can candidates download the Admit Card for the examinations?

A: The Admit Card can be downloaded 10 days prior to the date of commencement of examination from the Institute's website: www.icsi.edu.

Q.18: What will be the medium of questions for Computer Based Examination?

A: Questions will be provided both in English and Hindi language except for Business Management, Ethics and Communication subject, for which questions shall be provided in English language only.

Q.19: Can a candidate get an examination center of his/her choice?

A: A candidate can opt for city of his/her choice as per the list of examination centers at the time of enrolling for the examination. However, allocation of specific examination venue and timings shall be at the sole discretion of the Institute and no request for change in this respect will be entertained.

Q.20: Will a candidate be getting some practice test before actually appearing in Computer Based Examination?

A: Mock Tests have been made available on the ICSI website for familiarizing the students with CBE. A candidate can practice as many times as he/she wants. This will allow the candidates to get acquainted with the format of Computer Based Examination in simulation environment.

Q.21: What will happen in case there is some problem in computer during the examination?

A: Additional computers will be available at the examination centers to take care of such problems. System will record every 'click' by a candidate and time remaining for the exam through countdown clock. In case of any problem, candidate can resume his/her exam at another computer exactly from the point where he/she last proceeded. Thus, there would no loss of time in case of any technical problem.

Q.22: What items a candidate is required to bring compulsorily at the examination center?

A: Candidates are required to bring their *Admit Card, Student Identity Card* (bearing photograph and signature of the candidate) *issued by the ICSI duly attested*, failing which they will not be allowed to enter the Examination Centre. For any reason, if any candidate is not holding the Student Identity card, he/she must bring any other photo identity card issued by the Government Departments. *viz. Passport, Driving License, PAN Card, UID Adhaar Card, Voter Card, etc.* to establish his/her identity. However, carrying of Admit Card is compulsory.

Q.23: Is calculator allowed in Computer Based Examination?

A: Candidates are allowed to use their own battery operated, noiseless calculator with not more than six functions, 12 digits and 2 memories in the examination centre. However use of scientific calculators is not allowed.

Q: 24: What items are banned in the examination Hall/Room?

A: Mobile phones, I-Pads, palmtop, tab, pager as well as any kind of other communication equipments capable of being used as communication device, programmable, scientific or printing model of calculators, books, printed or handwritten material, etc. are banned inside the examination Hall/Room.

Q.25: Can a candidate get paper/sheets for rough work?

A: Yes, a blank sheet, if required will be provided at the exam centre for rough work during the exam. The same must be returned to the Test Administrator before leaving the examination room. However, students are required to bring their own blue/black ball point pen.

Q.26: How will a candidate come to know which of the questions are left unanswered?

A: A candidate can navigate between questions either by clicking on "Previous" or "Next" or by directly clicking on the question, which are displayed as attempted/un-attempted/bookmarked for review in the paper wise summary panel. There will be a panel on computer screen showing all the question nos. in different colour scheme, which will indicate which are the questions answered, left unanswered and bookmarked for review.

Q.27: Will there be Help Desk to support the candidates?

A: Yes, there would be a Help Desk to resolve the queries of candidates appearing in CBE. Help Line Nos./e-mail id would be made available on the Institute's website.

Q.28: Whether the question/question paper booklet would be provided as is made available in offline examination?

A: No questions/Question booklet in any form would be made available to the students. Questions asked in the CBE by the Institute are its intellectual property and their copyright solely vests in the Institute.

Q.29: Are candidates with disabilities accommodated in the examination center?

A: Yes, candidates with disabilities are provided extra time/scribe/special seating arrangements/accommodation. However, such candidates are required to apply in advance to the Institute for grant of concession in this regard as per the "*Guidelines for Physically Challenged Candidates to Avail Facility of Scribe/Extra-time*" hosted on the Institute's website.

Q.30: Can a candidate, after the examination, submit his/her feedback at the examination centre?

A: A candidate may offer his/her comments about the exam centre or the conditions in which the examination was conducted by filling feedback form available on his/her system after conclusion of examination.

Q.31: When the results of CBE will be announced?

A: The date of declaration of result of CBE would be announced on the website of the Institute www.icsi.edu.

Q. 32: What would happen if a candidate bookmarks a question but forgets to review later, and exam expires?

A: "Bookmark" is meant for reminding a candidate to review his/her answer at any time during the examination but before clicking the "Finish Button" However, if a candidate skips to review his/her "Bookmark" question later on, the option to the question clicked by the candidate earlier would be saved automatically and taken as final answer.

4. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION DECEMBER, 2015

GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN COMPUTER BASED EXAMINATION DECEMBER, 2015

Any physically disabled student having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing or writing Company Secretaries December, 2015 examination should make a **separate written request** therefor mentioning complete details about his/her Name, Student Registration No., Complete Postal Address, Mobile Number, E-mail id, specifying nature and extent (in % term) of his/her permanent disability, *etc.*, to *The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA - 201309 (U.P.)* in addition to submitting his/her enrolment application for appearing in the examination together with the following supporting documents :

- (i) Disability Certificate issued by the Medical Board/Head of Deptt. or Sr. Medical Officer (Specialists) of a Central or State Govt. Hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting his/her writing ability and/or the normal physical functions; and
- (ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as - University, UPSC, SSC, State Public Service Commission, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, *etc.*, granting him/her such assistance for appearing or writing the examinations.

Please note that even the physically disabled students, who had earlier been granted facility of Writer's Help/Extra Time in the previous examination and wish to avail of such concession or assistance for writing the ensuing December, 2015 examinations are required to apply afresh giving reference of such facility granted in the past and making a separate application to *The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA - 201309 (U.P.)* before the last date for submission of enrolment application for December, 2015 examination. The application for grant of Writer's Help/Extra Time **should not be clubbed** with any other query or correspondence.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, *etc.*, the candidates are not eligible to seek any concession or assistance of writer/extra time.

Intimation about grant of Writer's Help/Extra Time is normally sent 15-20 days before the commencement of each examination.

5. ANNOUNCEMENT INVITING APPLICATIONS FOR 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF JUNE, 2015 EXAMINATIONS

ATTENTION STUDENTS APPEARED IN JUNE, 2015 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/Executive Programme Examination in June, 2015 and fulfill the conditions prescribed under the guidelines are 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 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. 2,40,000 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. 3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

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

6. NOTIFICATION FOR INVITING APPLICATIONS FOR "MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF INSTITUTE'S JUNE, 2015 EXAMINATIONS



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of the Parliament
'ICSI House', 22, Institutional Area, Lodi Road, New Delhi – 110 003.
NOIDA OFFICE : C – 37, SECTOR – 62, INSTITUTIONAL AREA NOIDA — 201 309
TEL : 0120-4264447/0120-2401512 FAX : 0120-2401513 email : exam@icsi.edu

NOTIFICATION

ICSI/CS/06/2015

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 9th April, 2015, applications are invited to reach the Institute in the prescribed form on or before **25th November, 2015** 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, 2015 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.2,40,000/- 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.3,60,000/- 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 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, 2015** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2015
New Delhi – 110 003.

(CS SUTANU SINHA)
CHIEF EXECUTIVE & OFFICIATING SECRETARY

Dated, the 17th June, 2015

News from Region

Pune Chapter of ICSI announces Class Room Teaching for JUNE 2016 batch

CLASS ROOM TEACHING (FOR JUNE 2016 EXAMINATION)				
<i>Stage</i>	<i>Date of Commencement of class</i>	<i>Timings</i>	<i>Fees</i>	<i>Last date for receipt of application</i>
Foundation Programme	1.12.2015	3.00 pm – 7.30 pm	Rs 12000/	20.11.2015
Executive Programme (Module I)	1.12.2015	5.00 pm- 8.00 pm	Rs 11000/ Per Module	20.11.2015
Executive Programme (Module II)	1.12.2015	7.30 am – 10.30 am	Rs 10000/ Per Module	20.11.2015
Executive Programme (Both Modules)	1.12.2015	As Above	Rs 19500/	20.11.2015

For Further Details

Contact : Pune Chapter of ICSI,
23, Mukund Nagar, Above Dr Joshi Hospital, Pune-411037

E –mail : pune@icsi.edu
Contact : 020 24263228/ 020 24260341

ICSI – SIRO Class Room Teaching

(For June 2016 Examination)

<i>Stage</i>	<i>Date of Commencement</i>	<i>Timings</i>	<i>Fee</i>	<i>Last date for receipt of application</i>
Foundation Programme Morning Batch	30.11.2015	09.00 a.m. to 11.00 a.m.	Rs.5100/-	23.11.2015
Foundation Programme Evening Batch	30.11.2015	04.00 p.m. to 04.00 p.m.	Rs.5100/-	23.11.2015
Executive Programme Module –II (Morning)	07.12.2015	6.30 a.m. to 8.30 a.m.	Rs.5600/-	01.12.2015
Executive Programme Module–I (Evening)	07.12.2015	6.00 p.m. to 8.00 p.m.	Rs.6100/-	01.12.2015



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

E-LIBRARY

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.



ONLINE ENGLISH LEARNING PROGRAMME

ICSI is pleased to inform that in order to upgrade the English skills of students, ICSI has launched a multi-vendor Online English Learning Programme for its students. The student subscriber of the Online English Learning Programme will have access of rich contents provided by service providers at very affordable rates. The subscription of Online English Learning Programme is voluntary for the students and the students may subscribe to any Online English Learning Programme at their option. In order to enable that maximum number of students get benefit of Online English Learning Programme, the subscription charges have been capped at Rs. 3000/- per annum per subscription.



ICSI has arranged 7 days trial version of E-library and Online English Learning Programme for students. A student may subscribe to E-library and Online English Learning Programme with or without using the trial version.

The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website www.icsi.edu.

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