

**GUIDELINES FOR REGISTRATION OF FINANCIAL INSTITUTIONS/
CONSULTANCY FIRMS / LAW FIRMS FOR IMPARTING 15 MONTHS
MANAGEMENT TRAINING**

ELIGIBILITY CRITERIA: - FINANCIAL INSTITUTIONS

1. Registration/ Approval

Financial Institution having a standing of atleast ten years, registered/ approved with the prescribed authority as may be required under the applicable laws, shall be eligible to be registered for imparting management training to the students of the Company Secretaryship course.

2. Infrastructure

Financial Institution shall have an adequate infrastructure in its office having adequate sitting arrangement, availability of relevant books, computer, internet and other basic facilities and shall have gross fixed assets minimum of Rupees Ten lacs only for being eligible to be registered for imparting management training with the Institute.

ELIGIBILITY CRITERIA: - CONSULTANCY FIRMS

1. Partners

Consultancy firm, providing consultancy services in the field of Corporate/taxation/Securities/Economic & Labour and others laws connected therewith shall be eligible to be registered for imparting management training to the students of the Company Secretaryship course.

2. Infrastructure

Consultancy firm shall have an adequate infrastructure in its office having adequate sitting arrangement, availability of books in the area of practice, computer, internet and other basic facilities for being eligible to be registered for imparting management training with the Institute.

ELIGIBILITY CRITERIA: - LAW FIRMS

1. Partners

Law firm having partners enrolled as an Advocate with the Bar Council of any State in India or outside India and practising in the field of Corporate/taxation/Securities/Economic & Labour and others laws connected therewith shall be eligible to be registered for imparting management training to the students of the Company Secretaryship course.

2. Infrastructure

Law firm shall have an adequate infrastructure in its office having adequate sitting arrangement, availability of books in the area of practice, computer, internet and other basic facilities for being eligible to be registered for imparting management training with the Institute.

General Guidelines for Management Training by Financial Institutions/Consultancy Firms/Law Firms

1 SCOPE OF TRAINING

1.1 Training shall be imparted upto a period of 15 months accordance with the provisions of the Company Secretaries Regulations, 1982 (as amended from time to time) and in accordance with the guidelines laid down by the Council from time to time.

1.2 NUMBER OF TRAINEES

Financial Institutions/Consultancy Firms/Law firms shall be entitled to have maximum of two trainees at a time. However, the Council may consider the request for additional two trainees on case to case basis.

1.3 The training undergone by the student without the registration of the Financial Institution/Consultancy Firm/Law firm and without sponsorship of training by the Institute shall not be taken on record.

1.4 Financial Institutions/Consultancy Firms/Law firms registered for imparting training with the Institute shall ensure to provide a good training environment to the trainees and adequate work exposure during the training. The trainee as far as possible shall be attached to the Senior Partner/ Senior Officer of the firm.

1.5 Financial Institution/Consultancy Firm/Law firm shall chalk out detailed training programme for a period of 15 months with the nature of assignments that will be handled by the student during the training period.

1.6 ATTENDANCE REGISTER

Financial Institution/Consultancy Firm/Law firm shall maintain an attendance register for the trainees showing the time of arrival and departure and a register for payment of stipend.

1.7 TERMINATION OF TRAINING

The Chief Executive may transfer a trainee to any other organization or Company Secretary in Practice, on receipt of request by either the trainer or trainee after giving 15 days notice from both the parties, as the case may be.

1.8 SETTLEMENT OF DISPUTE

Any dispute arising between trainer and trainee will be referred to the Chief Executive and his decision shall be final and binding on both the parties.
