



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

**e-bulletin**

**September 2012**

## **Directorate of Student Services**

### **Part-I**

#### **Important Information for the months of September, October & November 2012**

##### **Important cut-off dates:**

1. **Last date for submission of examination form for appearing in December 2012 exam** : Tuesday, 25<sup>th</sup> September 2012  
( without late fees )
2. **Last date of admission to Foundation Program** ( if student wishes to appear in June 2013 exam ) : Monday, 1<sup>st</sup> October 2012  
( 30<sup>th</sup> Sep 2012 being holiday )
3. **Last date for submission of examination form for appearing in December 2012 exam** : Wednesday, 10<sup>th</sup> October 2012  
( with late fees of ₹ 100/- )
4. **Last date of registration for Executive Program** ( if student wishes to appear in single module of Executive Program in June 2013 exam ) : Friday, 30<sup>th</sup> November 2012
5. **Last date of registration for Professional Program** ( if student wishes to appear in any two modules of Professional Program in June 2013 exam ) : Friday, 30<sup>th</sup> November 2012

#### **MOST IMPORTANT**

**All correspondence related with student's matter should be sent to:  
The Director (Student Services)  
The Institute of Company Secretaries of India,  
C-37, Sector-62,  
Noida-201309**

### **Important points to be noted:**

1. Recently five more examination centers [ i.e. Hooghly ( Code no. 110 ), Howrah ( Code no. 111 ), Jalandhar ( Code No. 232 ), Gorakhpur ( Code No. 233 ) & Alwar ( Code no. 234 ) ] have been opened, which will be operative from December 2012 examination onwards on experimental basis. Students residing in & around these places may avail the opportunity.
2. If any student wishes to apply for claiming exemption from any subject of Executive/ Professional Program on the basis of qualification, he/she is advised to submit his/her application for exemption ( *along with a demand draft @ Rs 100/- per subject and attested photocopies of mark sheets of all parts of relevant qualification*) at the earliest to avoid last minutes complications.
3. If any student wishes to apply for extension of registration / or registration de-novo, he/she is advised to submit his/her application for extension of registration / or registration de-novo at the earliest.
4. Subject-wise Exemption fees / De-novo / extension fees should never be clubbed with examination fees. Students are advised to apply for the same separately. They should also mention about the same in examination form at appropriate place.
5. **Cancellation of Registration**  
Registration of students registered up to and including September 2007 stands terminated on expiry of five-year period on 31<sup>st</sup> August 2012 leading to the following immediate consequences :
  - (a) Supply of “Student Company Secretary” bulletin will be discontinued from September 2012 onwards.
  - (b) Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued ( after the expiry of registration period ).

### **Important:**

Students whose registration is valid up to August 2012 ( i.e. students registered in September 2007 ) are eligible to appear in December 2012 examination without seeking extension of registration / registration de-novo subject to fulfilling other requirements as laid down in the regulations.

### **Registration Letter – to be downloaded from institute’s website**

On completion of registration as a student, the admission number is intimated to the student through e-mail and / or SMS. Students can download the Registration Letter, Fee Receipt, Important Instructions, etc. through Institute’s website [www.icsi.in](http://www.icsi.in) by entering the Admission Number received through E-Mail / SMS.

**Online Services for Students through  
students' portal [www.icsi.in](http://www.icsi.in)  
Students of ICSI may avail following online services:**

- i) Students can view the status of his / her registration application form already submitted for registration as student.
- ii) Students can take printout of Admit Card ( i.e. Roll No. of exam ), Registration letter, De-novo letter, Extension letter, Professional Program enrolment letter etc.
- iii) New Students can submit their online registration form for registration in Foundation / Executive Programme.
- iv) Students who have passed both modules of Executive Program, can submit their enrolment form for admission in Professional Programme.
- v) Students can take printout of "e-Student Identity Card".
- vi) Students can change their address, Mobile Number, e-mail ID etc. instantly.
- vii) Students can submit the "On-line Examination Form" for appearing in institute's examination to be held in June / December.
- viii) Students who have already submitted their examination form and subsequently wish to apply for any change in Exam Centre / or Module / or Medium of examination, they can also submit such requests through on-line services.

**Introduction of New Syllabus & Pattern for Foundation  
Programme Examinations from December, 2012 Session**

The Institute has introduced new syllabus for the Foundation Programme w.e.f. 1<sup>st</sup> February, 2012.

The salient features of the new syllabus and the changed pattern of conducting the examinations for the same is summarized below :-

**1. Effective date for New Syllabus**

- (i) The new syllabus of Foundation Programme will be effective from 1<sup>st</sup> February, 2012.
- (ii) There are four subjects under the new syllabus viz.
  - Business Environment and Entrepreneurship;
  - Business Management, Ethics and Communication;
  - Business Economics;
  - Fundamentals of Accounting and Auditing.

## **2. New Pattern of Examination**

Keeping in view the tech-savvy new generation and with a view to leverage the information technology, the Council of the Institute has decided to conduct Optical Mark Recognition (OMR) based Examination (Objective Type Multiple Choice Questions) for the Foundation Programme under the new syllabus.

## **3. First Examination**

The examination under this new syllabus will be held from December 2012 session of CS examinations.

## **4. Eligibility for appearing in the Examinations**

Students shall be eligible for appearing in Foundation Programme examinations under new syllabus on the basis of self study on completion of a minimum **period of 8 months** from the date of admission (excluding the month of admission and the month of examination). The requirement of coaching completion certificate has been discontinued and no suggested answers will be provided to students of Foundation Programme under new syllabus. The cut-off dates stipulated for submission of examination form and fee will remain the same.

## **5. Option to students under existing syllabus**

- (i) Students who have registered prior to 1<sup>st</sup> February, 2012 (subject to the validity of their registration) will have option to continue with the existing syllabus till June, 2013 Session.
- (ii) From December, 2013 session, all students will be automatically switched over to the new syllabus.
- (iii) In other words, from December, 2012 to June, 2013 session of examination both syllabi (existing syllabus as well as new syllabus) will run parallel.

## **6. Switchover to new syllabus**

- (i) Students under the old syllabus may switch over to the new syllabus. They may exercise their option to switch over to the new syllabus while filling up the examination form for December, 2012 OR June, 2013 session and no other formal request is required to be sent to the Institute for the purpose.
- (ii) Students switching over to new syllabus will not have to pay any charges other than the cost of Study Materials under new syllabus, if any, to be purchased by them.
- (iii) Students of old syllabus are NOT eligible for any paper-wise exemptions on switching over to the new syllabus and they will have to appear in all the papers under the new syllabus irrespective of their performance in previous sessions of examinations or any other qualifications.

## **7. Other features**

- (i) Study material will have two test papers containing multiple questions, the key answers and the specimen OMR Sheet appended at the end of the study material for self study.
- (ii) Students registering for Foundation Programme under new syllabus will be eligible for exemption as per the existing system, e.g., a student securing 60% or above marks will be exempted to appear in the same paper in next attempts(3) under new syllabus.
- (iii) There will be no negative marking under OMR for Foundation Programme under new syllabus.
- (iv) The examination for Foundation Programme under new syllabus will be held in two days, each day having two sessions of two hours.

## **ON-LINE EXEMPTION TEST For compulsory computer training**

The Institute of Company Secretaries of India (ICSI) has recently signed an agreement with M/s Sify Software Limited. As per the revised arrangement the online test for compulsory computer training of the students, which is being presently conducted by M/s Aptech Ltd. will be henceforth conducted by M/s Sify Software Ltd.

To facilitate the mandatory requirement for students having computer knowledge to pass the online test, M/s Sify Software has developed an online testing portal where students can appear for online test and will be able to download their certificates after 15 days of passing of online test. This will ensure that there is no delay in receiving the certificate after clearing the online test. Students can go to the online portal, register for the test and block a centre for appearing in the test. Payment for the online test can be done both in online or offline mode (through branches of SBI using Powerjyoti scheme). Students can register them for the said online test in <http://icsi.sifyitest.com>.

The registration for online exemption test from compulsory computer training through the above mentioned online portal is going to start from 19<sup>th</sup> November, 2011 onwards. Initially M/s Sify Software Ltd. shall be conducting online tests during weekends on Saturdays and at a later period they will extend the benefit in other days also.

All concerned students may note that initially M/s Sify Software Ltd shall be conducting online tests for the students in parallel to that of the present system of online test being conducted by M/s Aptech Ltd. Those students who have already registered with M/s Aptech Ltd for the online test are therefore advised to complete their test with M/s Aptech.Ltd at the earliest. The system of online test of M/s Aptech will be however discontinued after 31<sup>st</sup> January, 2012 and with effect from 1<sup>st</sup> of February 2012 M/s Sify Software Ltd will be the sole testing authority for ICSI. As part of the endeavor to provide better support to students, M/s Sify Software Ltd. has opened help line for students. Students can mail to [icsi\\_hlpdesk@sifyitest.com](mailto:icsi_hlpdesk@sifyitest.com) for any query or clarifications with a copy to [asit.rath@icsi.edu](mailto:asit.rath@icsi.edu).

All concerned students may also note that Sify Test Centers are meant for conducting online exemption test only. Students are advised not to visit the Sify Test Centres directly without registering themselves with the Sify Online Registration Portal viz. <http://icsi.sifyitest.com> for allotment of centre.

### **Waiver of Transaction Charges for Online Payments to the Institute**

As students are aware, various Online Services are being introduced by the Institute from time to time for the benefit of students. While availing these services by the students, they are bearing the additional charges i.e. transaction charges of 2% in addition to the applicable fee.

ICSI is pleased to inform that the Institute has decided to bear all additional charges which are till date borne by the students while making the payments online. It means the 2% transaction charges which are borne by the students will now be borne by the Institute. It will be appreciated, if students may take advantage of this initiative and use the online services on all occasions which will help them to get prompt response and real time service.

The initiative has been taken to encourage the students to use more and more online services keeping view the 'Go Green' initiatives of the Institute. It will also

bring more accuracy in maintaining the student data. The steps to pay online are given below: .

### **Steps for online payment**

The payment can be made online through Institute's portal [www.icsi.in](http://www.icsi.in) by following the steps given below:-

- a) Go to the portal [www.icsi.in](http://www.icsi.in)
- b) Login in to student's profile by selecting the option Student
- c) Enter student's 17 digit registration number in the box provided.
- d) Enter student's password in the box provided (Click on Reset if creating for the first time)
- e) Select the required option and proceed for payment.
- f) Click on Proceed for Payment button for payment.
- g) Keep the generated acknowledgment for future reference and record.

## **Schedule for the year 2012 with regard to various Cut-Off Dates for services pertaining to Students**

Particulars of Cut-off Dates	Actual Cut-off Date	Revised Cut-off Date	Reason for Extension
Receipt of Enrollment application for appearing in Dec, 2012 examination	25.09.2012	No Change	
Acceptance of Applications for Admission to Foundation Programme	30.09.2012	01.10.2012	30 <sup>th</sup> Sep, 2012 being Sunday.
Receipt of Enrollment application for appearing in Dec, 2012 examination (with late fee)	10.10.2012	No Change	
Acceptance of Applications for Admission to Executive/ Professional Programmes	30.11.2012	No Change	

## Part-II

### General Information students must know

#### Important e-mail ID's of Dealing Officials for Various Services of Students

S.NO.	TYPE OF QUERY	QUERY TO BE FORWARDED TO THE E-MAIL ID
1.	• REGISTRATION LETTER AND IDENTITY CARD	om.prakash@icsi.edu
2.	• NON-RECEIPT OF STUDY MATERIALS	anju.gupta@icsi.edu
3.	• PAPER-WISE EXEMPTION	s.hemamalini@icsi.edu
4.	• NON-RECEIPT OF STUDENT COMPANY SECRETARY / FOUNDATION COURSE BULLETIN	om.prakash@icsi.edu
5.	• CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER AND OTHER PARTICULARS	om.prakash@icsi.edu
6.	• RESPONSE SHEET STATUS	sp.singh@icsi.edu
7.	• COACHING COMPLETION CERTIFICATE/ SUGGESTED ANSWERS	sp.singh@icsi.edu
8.	• ORAL COACHING	ashvini.srivastava@icsi.edu
9.	• PUBLIC PRIVATE PARTNERSHIP SCHEME (FOR ORAL COACHING)	ashvini.srivastava@icsi.edu
10.	• COMPUTER TRAINING	neelam.wadhwa@icsi.edu
11.	• ADMIT CARD/ ROLL NUMBER FOR EXAMINATIONS	enroll@icsi.edu
12.	• ISSUE OF PASS CERTIFICATES	siyaram@icsi.edu
13.	• ISSUE OF TRANSCRIPTS	siyaram@icsi.edu
14.	• EXEMPTION FROM TRAINING	anita.mehra@icsi.edu
15.	• ANY MANAGEMENT TRAINING / APPRENTICESHIP TRAINING RELATED QUERY	amit.sircar@icsi.edu
16.	• 15 DAYS' SPECIALISED TRAINING	priyanka.singh@icsi.edu
17.	• STATUS OF ACS MEMBERSHIP APPLICATION	monika.arora@icsi.edu
18.	• NON-RECEIPT OF MEMBERSHIP NUMBER	shashi.prabha@icsi.edu
19.	• SIP/ EDP/ PDP/ MSOP, ETC.	training@icsi.edu
20.	• OUT OF STOCK POSITION OF STUDY MATERIALS	store@icsi.edu
21.	• REFUND OF FOUNDATION/ EXECUTIVE/ PROFESSIONAL EXAMINATION FEE	pradeep.yadav@icsi.edu
22.	• REFUND OF FOUNDATION / EXECUTIVE REGISTRATION FEE	vk.ratra@icsi.edu
23.	• REFUND OF PROFESSIONAL PROGRAMME REGISTRATION FEE	archana.goel@icsi.edu
24.	• MARK SHEETS	exam@icsi.edu
25.	• VERIFICATION OF MARKS	exam@icsi.edu
26.	• VERIFICATION OF QUALIFICATION	siyaram@icsi.edu
27.	• MERIT-CUM-MEANS ASSISTANCE & MERIT SCHOLARSHIPS	exam@icsi.edu
28.	• ICSI STUDENT EDUCATION FUND TRUST	ashvini.srivastava@icsi.edu
29.	• ENROLLMENT TO PROFESSIONAL PROGRAMME	archana.goel@icsi.edu
30.	• TECHNICAL PROBLEMS AT THE WEBSITE	dit@icsi.edu
31.	• REGISTRATION DENOVO/ EXTENSION	archana.goel@icsi.edu
32.	• ANY OTHER QUERY (SPECIFY)	ashvini.srivastava@icsi.edu

## **GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION**

### **EXECUTIVE PROGRAMME EXAMINATION**

No extension of registration will be allowed to any student if he/she has not passed/completed the Executive Programme (Inter) examination during the validity of registration period. All such students will have to seek registration *de novo* only.

### **PROFESSIONAL PROGRAMME EXAMINATION**

1. Students whose registration expires between 28th/29th February and 31st May and between 31st August and 30th November will be allowed extension of time without payment of extension of registration fee for the limited purpose of appearing in the ensuing June or December examination, respectively, as the case may be.
2. Registration of a student may be extended beyond a period of five years on year-to-year basis for appearing in the Professional Programme (Final) examination:
  - (i) if he/she has completed postal/oral coaching and has been issued with coaching completion certificate for all **modules** (groups) of the Professional Programme examination (Final) under new syllabus during the validity of the previous registration period or has passed at least **one module** (group) of the Professional Programme (Final) examination under the New Syllabus during the validity of the previous registration period as the case may be; and
  - (ii) makes an application for extension of registration period along with requisite fee within six months from the date of expiry of registration or within six weeks of the declaration of results of the last examination in which he/she appeared, whichever is later.
3. Extension of registration shall be granted for one year at a time on payment of extension of registration fee of Rs. 500 per annum, arrears of fee, if any, under the previous registration and service charges @ Rs. 150 per module (group) for which the student has not been issued with the coaching completion certificate for the Professional Programme (Final).
4. On the student's application for extension of registration being accepted by the Institute, the extended period will be counted in continuation of his previous registration. He/she will also continue to bear the same registration number.
5. No candidate will be allowed more than two extensions including the extension, if any, already availed under old/new syllabus for completing Professional Programme (Final) examination under the new syllabus.
6. A student who completes the Professional Programme (Final) examination (of the Institute) during the extended period of registration will be required to comply with the practical experience and practical training requirements as stipulated under Company Secretaries Regulations, 1982 and guidelines framed there under in this regard.
7. Study material will not again be supplied on seeking extension of registration. However, it can be had on payment of Rs. 160 per subject.
8. A student, on being granted extension of registration, shall be eligible to get the 'Student Company Secretary' from the month next to the month in which his application for extension of registration is accepted by the Institute.
9. The Secretary - on being satisfied that application of any of the guidelines cause undue hardship to a candidate - may relax any of the said guidelines by recording reasons in writing.

## **GUIDELINES FOR REGISTRATION DE NOVO**

*(Registration de novo pursuant to regulation 22 read with sub-regulation (2) of regulation 24.)*

### **(A) Guidelines for candidates seeking registration de novo within two years of the expiry of previous registration.**

1. A person whose registration has been cancelled on expiry of five-years period or otherwise may within two years of cancellation of former registration seek registration *de novo* on payment of the following fees:
  - (i) Registration fee: Rs.1500 (**w.e.f. 1.4.2008**)
  - (ii) (a) Where a student has not completed coaching for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final), balance of Rs.5,000 of the postal tuition fee if enrolled for



Executive Programme (Intermediate) or balance of Rs. 7,500, if enrolled for Professional Programme (Final), as the case may be, after adjusting the amount paid on this account earlier. However, credit for having completed coaching in a particular module (Group) may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

- (b) Postal tuition fee of Rs 5,000 in the case of students who have passed the Executive Programme (Intermediate) examination but not enrolled for the Professional Programme (Final).
  - (c) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final) as the case may be.
2. On the student being registered *de novo* he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment of Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.

**(B) Guidelines for candidates seeking registration *de novo* after two years of the expiry of previous registration.**

1. A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration *de novo* within two years of the expiry of former registration may seek registration *de novo* within 5 years of the cancellation/termination of his former registration on payment of the following fees:
- (i) Registration fee Rs. 1500
  - (ii) Exemption fee for
    - (a) Foundation Programme Rs. 500
    - (b) Executive Programme (Inter) Rs. 500
    - Examination (if already passed)
  - (iii) Paperwise exemption fee
    - (a) Executive Programme (Inter) Rs. 100 per paper
    - (b) Professional Programme (Final) Rs. 100 per paper
  - (iv) Where a student has not completed coaching for both modules (Groups) of Executive Programme (Inter) all modules of Professional Programme (Final), balance of Rs. 5,000 of the postal tuition fee, if enrolled for Executive Programme (Inter) or balance of Rs. 7,500 if enrolled for Professional Programme (Final), as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.
  - (v) Rs. 7,500 in the case of students who have passed the Executive Programme (Inter) but not enrolled for the Professional Programme (Final).
  - (vi) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules (Group) of Executive Programme (Inter) all modules (Group) of Professional Programme (Final).
2. On the student being registered *de novo*, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
3. The registration *de novo* will be valid for a period of five years from the month in which the student has been registered *de novo*.

**(C) No candidate shall be registered as a student *de novo* if he applies after five years of the expiry of the former registration. He may seek fresh registration as a student and no credit for the fees paid or examination passed under the former registration will be admissible on his registration as a fresh student under any circumstances.**

## 1. Concession in Registration Fees / Examination Fees for Physically Handicapped Students:

### **Concession in Registration Fee / Examination Fee for Physically Handicapped Students**

As a social welfare measure, the Council of The Institute has decided to grant further concession in Registration Fee / Examination Fee to physically handicapped students with effect from 1<sup>st</sup> July 2010, as per details given below :

#### **Registration Fee for Physically Handicapped Students**

Stage	Registration Fee to be paid by Physically handicapped students :
Foundation Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs.1200)
Executive Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs.1500)
Professional Programme	Only Registration Fee will be charged (At present, Registration Fee is NIL)

#### **Examination Fee for Physically Handicapped Students**

Stage	Examination Fee to be paid by Physically handicapped students :
Foundation, Executive & Professional Programme	25% of the fee applicable to general candidates.

The above concession would be granted subject to the following guidelines: -

- (i) The concerned students should submit a certificate issued by a Physician / Surgeon / Oculist working in a State / Central Government to the effect of permanent physical disability (including blindness),
- (ii) The following shall be regarded as permanent physical disability :-
  - (a) permanent physical disability of more than 50% in one limb; or
  - (b) permanent physical disability of more than 60% in two or more limbs; or
  - (c) permanent deafness with hearing impairment of 70 decibels and above; or
  - (d) permanent and total loss of voice.
- (iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified namely :-
  - 6/60 to 1/60
  - or field of vision 110-2
  - 3/60 to 1/60
  - or field of vision 100
  - FC at 1 foot to Nil
  - or field of vision 100
  - Total absence of sight

It is clarified that all other services shall be available on full payment basis as applicable to general category students.

## 2. Change of Address

Change of address, if any, should be intimated to the Institute by sending a separate letter in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student registration number, name and full postal address with city, state in capital letters.

Students may also change their address instantly at students' portal [www.icsi.in](http://www.icsi.in) through institute's on-line services.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may, therefore, check up the computerised mailing address as printed on the 'Student Company Secretary' bulletin. In case, it does not carry or carry the wrong PIN CODE number, the same may be intimated immediately quoting student registration number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

### **3. E-Mail Address of the Students**

Those students who are having e-mail address may communicate the same to the Student Services Section (giving reference of their name & registration no.) at [naveen.kumar@icsi.edu](mailto:naveen.kumar@icsi.edu), which will facilitate quick and economic communication from the Institute's side. Students may also update their e-mail ID / Mobile Number in records of institute instantly at students' portal [www.icsi.in](http://www.icsi.in) through institute's on-line services

### **4. Students Identity Card**

All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration.

Students may also download their "**On-line Student Identity Card**" from students' portal [www.icsi.in](http://www.icsi.in) through institute's on-line services, after creating login credentials (password, etc.). 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.

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, etc.

### **5. Compulsory Enrolment for Professional Programme.**

Students who have passed/completed both modules of Executive examination are advised to seek compulsory enrolment for undergoing coaching for the Professional Programme on payment of Rs. 7500/- towards postal tuition fee.

Candidates will be admitted to the Professional Program examination, if : -

- i) He/She has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences. In other words, candidate registered as student up to and including the month of February in a year

- are eligible to appear in all the modules of the Professional Program examination to be held in December of that year, and those registered between March to August during a year are eligible to appear in all the four modules of the Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.
- ii) However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in any one or two module(s) of the Professional Program examination, that is to say, a candidate registered as a student up to and including the month of May in a year will be eligible for appearing in any one or two module(s) in December examination and those who are registered from June onwards and upto and including the month of November in a year will be eligible to appear in any one or two module(s) of Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.

## 6. Uniformity in Signatures

It has been observed that some of the enrollment applications / letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

## 7. Clarification Regarding Paperwise Exemption

- (a) The paperwise exemption is granted only on the basis of specific request received in writing from a registered student along with the attested photocopies of marks sheets for all parts of the Degree/examination (on the basis of which the paperwise exemption is sought) and the exemption fee @ Rs. 100/- per paper. It is one time payment and not to be remitted for availing of paper wise exemption in every session of examination during the validity of registration period.
- (b) The application for claiming paperwise exemption must reach the Institute on or before the last date for submission of enrolment application i.e. 25<sup>th</sup> March and 25<sup>th</sup> September for June and December examinations respectively and with a late fee of Rs. 100/-, the application can be accepted upto 9<sup>th</sup> April and 10<sup>th</sup> October respectively.
- (c) The paperwise exemption once granted holds good during the validity of registration period or passing/completing the examination, whichever is earlier.
- d) The paperwise exemption is cancelled only on receipt of a specific request in writing from the student concerned on or before the last date for submission of the enrolment application. If any candidate appears in the exempted paper(s) of examination without receiving the written confirmation from the Institute, but by making personal representation, appeal, request, etc., at the Examination Centre at the last moment, his/her appearance in such paper(s) shall automatically be treated as cancelled.

- (e) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, before the last date of submission of enrolment applications for a particular examination, must see and ensure that they receive written confirmation from the Institute at least 15-20 days prior to the commencement of the examination. Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.
- (f) Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- (g) The candidates who have passed either group of the Intermediate/Final examination under the old syllabus, may claim the paperwise exemption in the corresponding subject(s) of new syllabus indicating the basis of exemption as "APO" in the appropriate column of the enrolment application.
- (h) In case the paperwise exemption has already been granted on the basis of qualification or the candidates is eligible for grant of exemption on the basis of securing 60% or more marks, a photocopy of the letter/marks-sheet issued by the Institute should be enclosed with the enrolment application while claiming such exemption, failing which the same may not be granted for the ensuing examination.
- (i) No exemption fee is payable for availing paperwise exemption on the basis of "APO" or on the basis of securing 60% or more marks in the Institute's examination.
- (j) Paperwise exemption fee is payable only when the exemption is to be availed on the basis of qualification(s) specified for the purpose.

ANNOUNCEMENT PAPER-WISE EXEMPTIONS ON RECIPROCAL BASIS TO ICSI AND ICWAI STUDENTS	
The Council of the Institute has given approval that the final passed students of ICWAI can avail exemptions in the following papers of Foundation Programme, Executive Programme and Professional Programme of the Company Secretaryship Course under the New Syllabus effective from 1st November, 2007, 1st February, 2008 and 1st August, 2008 respectively.	
Scheme of Exemptions	
Exemption to CS passed candidates in papers of ICWAI.	Exemption to CWA passed candidates in Papers of ICSI.
Foundation Course (4 papers) - Complete exemption	Complete exemption Foundation Programme (4 papers) -
Intermediate Course 1. Financial Accounting (Paper 5) 2. Applied Direct Taxation (Paper 7)	Executive Programme 1. Company Accounts, Cost & Management Accounting (Module I, Paper 2) 2. Tax Laws (Module I, Paper 3)
Final Course 3. Financial Management & International Finance (Paper 12) 4. Indirect & Direct Tax Management (Paper 14)	Professional Programme 3. Financial, Treasury and Forex Management (Module II, Paper 3) 4. Advanced Tax laws & Practice (Module III, Paper 6)
Students enrolled to Company Secretaryship Course and wish to seek above said paper-wise exemption(s) - on the strength of having passed the final examination of ICWAI - may make their request in writing to Director (Students Services) at C-37, Sector-62, NOIDA-201 309 (U.P) together with the requisite exemption fee @Rs.100 per paper by way of Demand Draft drawn in favor of "The Institute of Company Secretaries of India" payable at New Delhi and the valid document in support of having passed the Final examination of the Institute of Cost & Works Accountants of India on or before the last date of submission of enrolment application for the CS Examination. The above exemption scheme is effective from December, 2008/ June, 2009 for Foundation/Executive Programme and CS Professional Programme examination(s) respectively.	



### EXEMPTION FROM INDIVIDUAL PAPERS OF THE EXECUTIVE PROGRAMME EXAMINATION

In pursuance of the powers conferred on it under clause(3) of the regulation 42 of the Company Secretaries Regulations,1982, the Council of the Institute of the Company Secretaries of India has decided that a candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee as may be determined by the Council from time to time :

**1. General and Commercial Laws:** M.A./M.B.A. (Corporate Secretaryship) or Degree in Law (three years or five years integrated) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

**2. Company Accounts, Cost and Management Accounting :** M.A. (Corporate Secretaryship)/M.Com/M.B.A. (with Advanced Accountancy as one of the subjects at graduation/post-graduation level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com/M.B.A level having secured 50% marks in the subject concerned) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

**3. Tax Laws:** M.A./M.B.A. (Corporate Secretaryship) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

## 8. Compulsory Computer Training

### ATTENTION STUDENTS!

### ONLINE EXEMPTION TEST ON COMPUTER KNOWLEDGE PROFICIENCY

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully, undergo a compulsory Computer Training Programme to be eligible for enrolment to appear in CS Executive Programme examinations.

A student can be exempted from undergoing the computer training only on the basis of their present computer knowledge. Such students have to however pass an online exemption test.

The Institute, in compliance to the above said requirements, has tied up with **M/s Sify Software Limited** to conduct the **ONLINE EXEMPTION TEST** through its test centres spread across India.

- Student should enrol for an online exemption test (to be conducted by Sify) with their registration ID and Date of Birth
- Link for online registration for the exemption test : <http://icsi.sifyitest.com>
- The test will be conducted at any of the recognized Sify Centre throughout India
- The list of Sify Centres including detailed process is given in the website <http://icsi/sifyitest.com>
- Students can pay offline/online to appear for the test

#### Details about Online exemption test being conducted by M/s Sify

Duration of the Test : 80 Minutes

Fees payable online - Examination charges Rs. 440/-+ bank charges as applicable

Fees payable offline - Examination charges Rs. 440/-

Bank charges Rs. 50/-

Total Rs. 490/-

Students will be allowed TWO attempts to clear the online exemption test within a period of 30 (thirty) days against the fees mentioned above.

Students can also contact Sify for any query by sending mail to [icsi\\_hlpdesk@sifyitest.com](mailto:icsi_hlpdesk@sifyitest.com)

Registered students with Sify can log in and give their feedback/complaint through the portal.

Students may please note that M/s Aptech shall continue to provide for the computer training ONLY to the students of the Institute.

## **9. Student Induction Program (SIP)**

Every candidate registered for the Executive Programme w.e.f. 01.09.2009 are compulsorily required to undergo seven days Student Induction Programme (SIP) within 6 months of registration. Regarding any query about SIP, students are advised to contact office of their respective Regional Council / Chapter. Alternatively, they may also call to Directorate of Training & Membership of institute on telephone no. 011-49343026/27/28.

## **10. Exemption from undergoing SIP :**

The Council of the Institute has approved the eligibility criteria for grant of exemption from undergoing Student Induction Programme (SIP).The following candidates are exempted from under going SIP:

- (i) Candidates having one year of working experience as assistant or any other post equivalent thereto by whatever name called or any other higher grade thereto in the field of Finance, Secretarial, Human Resource, Marketing, General Administration, Teaching, Research etc. in any body corporate, government body, statutory or autonomous body, public undertaking, financial institution, banks, consultancy firms, Law firms or any other organization/institution which in the opinion of the Council provides scope for adequate exposure for exemption from Students Induction Programme (SIP), or
- (ii) Candidates possessing professional qualification e.g CA, CWA, LL.B, BE/B.Tech/B.Arch, MBBS, Post Graduate Degree/Diploma in Businesses Administration/ Management, MCA or any other qualification as approved by the Council from time to time.

Students seeking exemption may apply within six months from the date of registration in the Executive Programme.

The students who were enrolled on or after 1<sup>st</sup> September 2009 and yet not undergone the SIP may also apply for the exemption.

The format of application for exemption is available under ' Training' section on the website ([www.icsi.edu](http://www.icsi.edu))

## **11. Exemption from Computer Training**

A student shall be exempted from undergoing the course on the basis of he/she fulfill the following criteria:

- (i) He/She has the requisite knowledge of the areas/topics covered in the computer training and
- (ii) He/She enrolls himself/ herself for an online exemption test (to be conducted by SIFY Softwares Ltd ) at any of the SIFY Center on all India basis and successfully clears the test.

12. Schedule of Fees :

## SCHEDULE OF FEES

PARTICULARS	FEES (Rs.)	REMARKS
<b>FOUNDATION PROGRAMME</b>		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fees → 3600
<b>EXECUTIVE PROGRAMME (INTERMEDIATE)</b>		
Registration Fee	1500	Total Fees → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	
Postal Tuition Fee for Foundation Programme ( <i>payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.</i> )	750	Total Fees → 7750 (For others)
<i>Foundation Pass Student</i>	6500	Total Fees → 6500
<b>PROFESSIONAL PROGRAMME (FINAL)</b>		
Postal Tuition Fee	7500	
<b>DE-NOVO REGISTRATION</b>		
Registration De-Novo Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
<b>EXTENSION OF REGISTRATION</b>		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
<b>EXAMINATION FEE</b>		
Foundation Programme	875	
Executive Programme	900 (Per Module)	
Professional Programme	750 (Per Module)	
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	



For appearing from overseas Dubai Centre : Surcharge of **US \$ 100** in addition to the applicable examination fees.

<b>OTHER FEES</b>		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Issue of Duplicate Mark Sheet	50	
Issue of Transcript / certified copy of Syllabus	100	
Verification of Marks Fee	250 (Per Subject)	
Fees for supply of certified photocopies of Answer Books to students	500 ( per paper )	

### 13. ICSI Students Education Fund Trust :

#### **ICSI STUDENTS EDUCATION FUND TRUST**

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
	For Students with Family Income upto Rs. 1,00,000 per annum	For Academically Bright Students without any limit on their Family Income
Foundation Programme	75% Marks In both Matriculation & Senior Secondary Stages	90% Marks in both Matriculation & Senior Secondary Stages
Executive Programme	75% Marks in both Matriculation & Senior Secondary Stages and 60% Marks In Bachelor's Degree Stage	90% Marks in both Matriculation & Senior Secondary Stages and 85% Marks in Bachelor's Degree Stage

#### **NATURE AND EXTENT OF FINANCIAL ASSISTANCE**

Eligible students shall be fully exempted from paying the Registration/Admission Fee, Postal Tuition Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/ Executive Programmes. Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme).

For detailed guidelines, application form, etc. please visit [www.icsi.edu](http://www.icsi.edu)

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to **Director (Student Services), The Institute of Company Secretaries of India, C-37, Sector - 62, Noida - 201 309.**

**14. List of institutes empanelled for imparting Oral Coaching Classes to CS students Under Public Private Partnership Scheme of ICSI:**

S.No.	Name & Address of Empanelled Institutions.	Validity for CS Session of Exam	Tel nos	Email id.
<b>EASTERN INDIA REGIONAL COUNCIL</b>				
1.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004 Orissa	December 2012 & June 2013 Session of CS Examinations.	06630533146 08984494844	<a href="mailto:cmatpsingh@gmail.com">cmatpsingh@gmail.com</a>
2	The Director M/s Institute for Inspiration & Self Development 1-B/200/1, Sector-III Salt Lake City Kolkata-700 106 Tel : 033-23352378 / 23352861	June 2012 and December 2012 Session of CS Examinations.	033 23352378/286 1  033 23352379(f)	<a href="mailto:info@iisdedu.in">info@iisdedu.in</a> <a href="mailto:iisdedu@rediffmail.com">iisdedu@rediffmail.com</a>
3	The Director M/s Ambedkar Institute of Higher Education AIHE Campus House No 21-B, Patliputra Golamber Patna-800 013 (Bihar)	June` 12 & December` 12 Session of CS Examinations.	9308150100 9308588627	<a href="mailto:icsi.aihe@rediffmail.com">icsi.aihe@rediffmail.com</a>
4	Saptarshi College, Back side of Sai Complex, Gandhi Nagar, Ist Lane-Extn. Berhampur, Ganjam ( Odisha ) M: 9238732929, 9238668062	June 2012 & December 2012 Session of CS Examinations	09438406150 09238668062	<a href="mailto:Saptarshi.college@yahoo.in">Saptarshi.college@yahoo.in</a>
5	Topper's Point AM-111, Ist Floor Basanti Nagar Rourkela – 12 ( Orissa )	June 2012 and December 2012 Session of CS Examinations	09861107344 09338707483	<a href="mailto:topperpankajgarg@gmail.com">topperpankajgarg@gmail.com</a>
1.	M/S G.G.D.S.D. COLLEGE Rajpur (Palampur) Distt. Kangra Himachal Pradesh	December 2012 and June 2013 Session of CS Examinations.	01894 239041 01894 239041 (f)	<a href="mailto:principal@ggdsdrajpur.com">principal@ggdsdrajpur.com</a>
2.	M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)	December` 12 and June` 13 Session of CS Examinations.	05882259917/3 16790 09219401731	<a href="mailto:info@scmspbt.org">info@scmspbt.org</a>

3	M/s Sainath Commerce Classes C-20, Talwandi <b>KOTA-324 005</b>	<b>December` 12 and June` 13 Session of CS Examinations.</b>	0744- 2406656 09829037488 09829556325	<a href="mailto:Sainath_neeraj@yahoo.co.in">Sainath_neeraj@yahoo.co.in</a>
4	M/s. Institute of Systematic Studies in Commerce, Behind Maharaja Hotel, Station Road, Moradabad- 244001 (UP)	<b>June` 12 and December` 12 Session of CS Examinations.</b>	0591 2312680 09412235748	<a href="mailto:Issc.mbd@gmail.com">Issc.mbd@gmail.com</a>
5	The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, HISSAR – [Haryana}	<b>December 2012 and June 2013 Session of C S Examination</b>	09896150937 09812066937	<a href="mailto:commercecounty@gmail.com">commercecounty@gmail.com</a>
6	M/S CS Academy, House No. 35, 8, Marla Colony, Jattal Road PANIPAT – [HARYANA]	<b>June 2012 and December 2012 Session of CS Examinations</b>	09896256123 09255289445	<a href="mailto:Devindergulati58@yahoo.com">Devindergulati58@yahoo.com</a>
7	M/S Career Institute of Commerce & Accounts [CICA] A- 781, Near I L & Indra Vihar Joint, Indra Vihar, KOTA- 324005	<b>June` 12 and December` 12 Session of CS Examinations</b>	0744 6550573/65505 74	<a href="mailto:info@cica.in">info@cica.in</a>
8	AIMES 5/485, Vikas Nagar Lucknow – 226022	<b>June` 12 and December` 12 Session of CS Examinations</b>	09415007422 09794051011	<a href="mailto:atrivedics@gmail.com">atrivedics@gmail.com</a> <a href="mailto:csatrivedi@gmail.com">csatrivedi@gmail.com</a>
9	Director, M/S Bharti School of Business Studies 9-N Model Town HISAR [Harana]	<b>December 2012 and June 2013 session of CS Examinations</b>	01662 645911 09812200014 09215306011	<a href="mailto:bsbhisar@gmail.com">bsbhisar@gmail.com</a> <a href="mailto:mydreammba@yahoo.co.in">mydreammba@yahoo.co.in</a>
10	C S Launcher Bajaj Road Near – Taparia Bagichi Sikar – 332001 ( Rajasthan )	<b>June 2012 and December 2012 session of CS Examinations</b>	01572 254033	<a href="mailto:amitmishraskr@gmail.com">amitmishraskr@gmail.com</a>
11	Trinity College Dharamshala Road Fatehabad 125050 ( Haryana )	<b>June 2012 and December 2012 session of CS Examinations</b>	01667 224456 09896795444	<a href="mailto:trinitycollegefbid@gmail.com">trinitycollegefbid@gmail.com</a>
12	Vishesh Academy of Commerce DSS-33, Old Court Complex Near Fawara Chowk Hisar ( Haryana ) M; 9813170795, 9215170795	<b>June 2012 and December 2012 session of CS Examinations</b>	09813170795 09215170795	<a href="mailto:trjain_vishesh@yahoo.co.in">trjain_vishesh@yahoo.co.in</a>
13	Institute of Management & Technology Sector-87, Tigaon Road Near Sai Dham Faridabad – 121002 Tel : 0129-2229185	<b>June 2012 and December 2012 session of CS Examinations</b>	0129 2229137/22296 72/ 2229185/22299 79 01292229888(f)	<a href="http://imt@imtfaridabad.com">imt@imtfaridabad.com</a>

14	Bhandari Classes 270/9, " Pokharna House" Hathi Bhata Ajmer- 305001 ( Rajasthan ) M: 09828505155, 0145-2600184	June 2012 and December 2012 session of CS Examinations	0145 2600184 09828505155	<a href="mailto:ggbhandari@rediffmail.com">ggbhandari@rediffmail.com</a>
15	Pinnacle Academy 91A, Amritpuri Opp : ISKCON Temple East of Kailash New Delhi- 110065 M: 9818331830, 9891060540, 9810463007	June 2012 and December 2012 session of CS Examinations	09818331830 9891060540 09810463007  011-26291900	<a href="mailto:wxyzpradeep@gmail.com">wxyzpradeep@gmail.com</a> <a href="mailto:cspradeepdubey@gmail.com">cspradeepdubey@gmail.com</a>
16	Commerce Point, 1148, New Housing Board Colony, Panipat – 132103 ( Haryana ) M : 9896320328, 9467191327	June 2012 and December 2012 session of CS Examinations	09896320328 09467191327 09802202512	<a href="mailto:caadityanandwani@gmail.com">caadityanandwani@gmail.com</a> <a href="mailto:nandwani_aditya@yahoo.com">nandwani_aditya@yahoo.com</a>
17	Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida – 201306	December 2012 & June 2013 session of CS Examinations	0120 6492343 3250947 3250966 0987138512 9871385313 9818274186	<a href="mailto:lloydlawcollege@gmail.com">lloydlawcollege@gmail.com</a>
18	Rudram Institute Gangapur City Dist : Sawai Madhopur ( Rajasthan )	December 2013 & June 2014 session of CS Examinations	09602322241	<a href="mailto:rudruminstitute@yahoo.in">rudruminstitute@yahoo.in</a>
19	Sehgal Tutorials 147, New Prabhat Nagar Behind Ram Janki Mandir Bareilly ( UP ) M: 9023439612, 9808290198	December 2012 & June 2013 session of CS Examinations	09219958083 09023439612 09808290198	<a href="mailto:Vishal83hunt@gmail.com">Vishal83hunt@gmail.com</a> <a href="mailto:Vishal83del@rediffmail.com">Vishal83del@rediffmail.com</a>
20	Commerce Academy 1747, NHBC, Sector-11 Above Purthi Hospital Panipat ( Haryana )	December 2012 & June 2013 session of CS Examinations	8059296630	<a href="mailto:nitin.bansal.2008@gmail.com">nitin.bansal.2008@gmail.com</a>
21	NGPA Taxation & Professional Services Pvt. Ltd. C-7/188, Sector-7, Rohini Delhi- 110085	December 2012 & June 2013 session of CS Examinations	9810139214, 9810398903	<a href="mailto:Info.ngpa@gmail.com">Info.ngpa@gmail.com</a>
22	Vidyasagar Institute for Professional Studies, 352, First Floor, Tarun Enclave, Outer Ring Road, Opp: Kali Mata Mandir, Pitampura, New Delhi -110034	December 2012 & June 2013 session of CS Examinations	9999930575 9999777811	<a href="mailto:vidyasagar.institute@gmail.com">vidyasagar.institute@gmail.com</a>
23	CDC Institute for Professional Studies A-19, Onkar Deep Building, Middle Circle, Connaught Place New Delhi- 110001	December 2012 & June 2013 session of CS Examinations	9810033957, 9810033947	<a href="mailto:samyakch@gmail.com">samyakch@gmail.com</a>

24	Institute of Professional Education Center, Shrikrishna Complex, B, 37/122, Mahmoorganj Varanasi- 221010	December 2012 & June 2013 session of CS Examinations	09415227788 0542-2361010	deepakcavns@rediffmail.com
25	Sagar Classes, A-2, Khaturia Colony ( J.N.V.Colony ), Bikaner ( Rajasthan )	December 2012 & June 2013 session of CS Examinations	09829026002	balarampurohit@yahoo.co.in
1	M/s Madhu Jas Promotions Pvt. Ltd. [Nahata Professional Academy] C-10, Poddar Plaza Patthar Godam Road Behind Jabalpur Motors, New Siyaganj, <b>INDORE-452 001</b>	June` 12 and December` 12 Session of CS Examination.	0731-4045408 / 2531116	<a href="mailto:nahataca@rediffmail.com">nahataca@rediffmail.com</a>
2	M/s Tolani Commerce College P.O. Box No.27 Adipur (KACHCHH) 370 205	June 2012 and December 2012 Session of CS Examination.	02836 260623 02836 262187(f) 02836 262460® 09898432218	<a href="mailto:tolanicps@gmail.com">tolanicps@gmail.com</a> <a href="mailto:taglanint@gmail.com">taglanint@gmail.com</a>
3	The Principal M/s D.M.'s College of Arts, Science & Commerce Assagao, Bardez <u>GOA-403 507</u>	June` 12 and December` 12 Session of CS Examination.	08322268488/2 268683 0832 2268683(f)	<a href="mailto:dmscollege@yahoo.com">dmscollege@yahoo.com</a>
4	The Director M/s Geetanjali Education Systems Private Limited Geetanjali College of Computer Science & Commerce Indian Red Cross Building Suchak Road Opp. Shastri Medan RAJKOT-360 001	June` 2012 and December` 2012 session of CS Examinations.	0281 2587550 0281-2464377 09726184584	<a href="mailto:Gespl09@gmail.com">Gespl09@gmail.com</a>
5	The Managing Director M/s IDEAL Classes Private Limited 44/375, Unnat Nagar-II Opp. Patkar College S.V. Rpad, Goregaon (West) <u>Mumbai-40 062 Branch :</u> <b>Borivali (West)</b>	June 2012 & and December 2012 Session of CS Examinations.	022 28996075	<a href="mailto:info@idealclasses.in">info@idealclasses.in</a> <a href="mailto:jw@idealclassess.com">jw@idealclassess.com</a>
6	M/s Professional Career & Computers 196, Zonal Market Sector-10 Bhilai (Durg)-490 006 (C.G)	June` 12 and December` 12 Session of CS Examinations.	02351861 2352488(o) 2354660® 0788-2381861	Pc_santosh_rai@yahoo.com
7	The Director M/s. Lex4biz 5, Rajnigandha Tithal Road Valsad-396001 (GJ)	June`12 and December`12 Session of CS Examinations.	09825120338	<a href="mailto:Lex4biz@yahoo.com">Lex4biz@yahoo.com</a>

8	The Director, Professionial Academy of Competitive Excellence[PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December 2012 and June 2013 Session of CS Examination	0731 4044446	<a href="mailto:Reetesh_pace@rediffmail.com">Reetesh_pace@rediffmail.com</a> <a href="mailto:paceindore@gmail.com">paceindore@gmail.com</a>
9	Global Classes C-31, Ravi Nagar Near- Bhatiya Nursing Home Raja Talab Raipur ( Chattisgarh )	June 2012 and December 2012 session of CS Examinations	0771 4075158 09827108633	<a href="mailto:Globalclasses101@gmail.com">Globalclasses101@gmail.com</a>
10	Aakanksha Professional Classes Near Azad Chowk Sadar Bazar Road Raipur- 492001 ( Chattisgarh ) M: 9981145340; 9713788906	June 2012 and December 2012 session of CS Examinations	0771 4070684 09981145340 9713788906	<a href="mailto:Atindradubey123@yahoo.in">Atindradubey123@yahoo.in</a>
11	RL's Professional Academy Office No. 9 & 10, Center Point Building Kranti Chowk Aurangabad – 431001 M: 9595990044, Tel : 0240- 2359901	June 2012 and December 2012 session of CS Examinations	0240 2359901 09595990044	<a href="mailto:rlsacademy@yahoo.com">rlsacademy@yahoo.com</a>
12	Kanha Tutorials 747, Swarnam, besides old vineet Talkies Opp: Gulmohar Sweets, Main Road Marhataal Jabalpur- 482002 ( Madya Pradesh ) M: 9827322811, Tel : 0761- 4069546	June 2012 and December 2012 session of CS Examinations	0761 4069546 09827322811 09827374225	<a href="mailto:kanhaacademyjbp@gmail.com">kanhaacademyjbp@gmail.com</a> <a href="mailto:kanhatutorialsjabalpur@yahoo.com">kanhatutorialsjabalpur@yahoo.com</a>
13	Study Circle B 2 106, Greenland Society J B Nagar Andheri ( East ) Mumbai – 59 Tel : 28272829 / 28262829	December 2012 and June 2013 session of CS Examinations	028272829 028262829	No email id
14	SPC Career Care Pvt. Ltd. 217, MIG, Rishabh Complex, M G Road Raipur-492001 ( Chattisgarh )	December 2012 and June 2013 session of CS Examinations	0771-4051594	<a href="mailto:Spc.raipur2009@gmail.com">Spc.raipur2009@gmail.com</a>
15	KBS Commerce & Nataraj Professional Science College, Chanod Colony Naka, Silvassa Road, GIDC, Vapi- 396195 ( Gujrat )	December 2012 and June 2013 session of CS Examinations	0260-2450360, 9925149047	<a href="mailto:Kbs_vapi@rediffmail.com">Kbs_vapi@rediffmail.com</a>
16	Batham Commerce Academy Sector-5, C-36, Flat No. 103, Shanti Nagar, Mira Road ( East ) Thane- 401107	December 2012 and June 2013 session of CS Examinations	022-28122053, 9820733984	<a href="mailto:bgtacademy@gmail.com">bgtacademy@gmail.com</a>
17	Classic Professional Classes, B-26, Surya Kiran Apartment, Saint Xevier School, Ghud Dod Road, Surat ( Gujrat )	December 2012 and June 2013 session of CS Examinations	09377603217	<a href="mailto:cpcsurat@yahoo.in">cpcsurat@yahoo.in</a>

18	Eduport Career Solutions Pvt. Ltd. Near Gurudwara Station Road Durg ( Chattisgrah ) – 491001	June 2013 and December 2013 sessions of CS Examinations	0788-4012247	ca.ajay.lunawat@gmail.com
19	Agarwal Professional Academy 204, MSB-II B Poddar Plaza New Siyaganj Indore-456010	June 2013 and December 2013 sessions of CS Examinations	9827545475 07312515475	Atinharbhajanka.ca@gmail.com
1.	Mohans Institute of Corporate Studies [MICS] 'Sreyas; 39, Chettiparambil Lane Choorakkadu, Tripunithura P.O.Ernakulam Dist., Kerala-682301	December` 12 and June` 13 Session of CS Examinations.	0484 2776089 09447790689	<a href="mailto:mics@mohans.in">mics@mohans.in</a> <a href="mailto:mohansinstitute@gmail.com">mohansinstitute@gmail.com</a>
2	PRESIDENT, M/s Dr. G.G. Shetty Educational Society ® Jnana Degula , 25/B-4 Near K.M.F. <b><u>DHARWAD-580 004</u></b>	June 2012 and December 2012 Session of CS Examination.	0836-2465327 2462611 (fax)	<a href="mailto:drdgshetty@yahoo.in">drdgshetty@yahoo.in</a> <a href="mailto:shetty_dg@yahoo.co.in">shetty_dg@yahoo.co.in</a>
3	M/s Bright Academy of Excellence Baba Foundation, Plot No.46 Door No.102, Flat No.6,1 <sup>st</sup> Floor, South West Boag Road, T. Nagar Chennai-600 017	December 2012 and June 2013 Session of CS Examination.	044 24341116	<a href="mailto:Brightacademy2008@yahoo.co.in">Brightacademy2008@yahoo.co.in</a>
4	M/s Prize Academy No.2, Teachers Colony (Off V.M. Street) Royapettah Chennai-600 014	December` 12 and June` 13 Session of CS Examination.	No nos	<a href="mailto:prizeacademy@yahoo.com">prizeacademy@yahoo.com</a>
5	The Principal M/s National College Dindigul Road Karumandapam <u>TIRUCHIRAPALLI-620 001</u> (T.N)	June` 12 and December` 12 Session of CS Examinations.	0431 2482995/32029 71 0431 2481997(f)	<a href="mailto:principal@nct.ac.in">principal@nct.ac.in</a>
6	The Principal M/s P.S.G.R. Krishnammal College For Women Peelamedu <u>COIMBATORE-641 004</u>	December' 12 & June'13 Session of CS Examinations.	0422 2572222 0422 2591255(f)	<a href="mailto:principal@psgrkc.com">principal@psgrkc.com</a>
7	The Director M/S Blue Dot Academy NO.4, Balaji Avenue, Ist Street T.Nagar CHENNAI – 600017	December '12 and June '13 session of C S examinations.	044 42123501/4212 3502 044 42123503(f)	<a href="mailto:sreesri@mscindia.org">sreesri@mscindia.org</a>



8	M/S Centre for Human Resources Development, Thekkel, Mannarkkayam PO., Ponkunnam [via] Kanjirapally, Kottayam Dist., KERALA - 686506	December '12 and June '13 session of C S examination.	04828 208227 09447180377	<a href="mailto:chrdkply@gmail.com">chrdkply@gmail.com</a>
9	M/s Angel Auditor College, SF NO. 37, Marakkadai Street, Brindavan Pudukottai 622001	June` 12 and December` 12 Session of CS Examinations	04322 220645 09751324644 08973127818	<a href="mailto:Angelinstitute.secretary@gmail.com">Angelinstitute.secretary@gmail.com</a>
10	Angel Auditor College-Kovai 11/1, Nehru Nagar, Saravanampatti PO: Saravanampatti Coimbatore - 641305 (Tamilnadu)	June 2012 and December 2012 Session of CS Examinations	09751324644 09659965205 09842492067	<a href="mailto:Angelinstitute.secretary@gmail.com">Angelinstitute.secretary@gmail.com</a>
11	Divine Education and Charitable Trust Gurukul Building, Gurukul Road Gurukul Nagar, Near- Munsif Court Karkala-574104 Udupi District (Karnataka)	June 2012 and December 2012 Session of CS Examinations	09964475417 08258233757	<a href="mailto:alohakarkala@gmail.com">alohakarkala@gmail.com</a>
12	Singar Academy 52, III Floor, Salai Road Worur Tiruchirappalli - 620 003	June 2012 and December 2012 Session of CS Examinations	09345122645 09344604489 09150542433	No Email
13	Kongu Arts & Science College Nanjanapuram Erode- 638107	December 2012 & June 2013 session of CS Examinations	0424 2242888/23399 330424 2242810(f)	<a href="mailto:kasc@kasc.ac.in">kasc@kasc.ac.in</a>
14	Hyderabad Business School GITAM University, Rudraram Patancheru Mandal Medak - 502329 (Andhra Pradesh)	December 2012 & June 2013 session of CS Examinations	09441968259 08455220058	No email id
15	Sri Vishnu Educational Society Vishnupur, Bhimavaram, West Godavari Dist: - 534202 (Andhra Pradesh) e-mail: bvrmsvecw@gmail.com	December 2012 & June 2013 session of CS Examinations	08816 250864 09949433566 09849822223	<a href="mailto:bvrmsvecw@gmail.com">bvrmsvecw@gmail.com</a>
16	Enlighten Academy 101/1, Kanaka Sri Nagar Off: Cathedral Road Chennai- 600086	December 2012 & June 2013 session of CS Examinations	9381856910	<a href="mailto:enlightenmgt@gmail.com">enlightenmgt@gmail.com</a>
17	Padmarajam College of Management 10, Kalpalam Road Goripalayam Madurai - 625002	June 2013 & December 2013 session of CS Examinations	9344108771, 8144408771	<a href="mailto:padmarajam@gmail.com">padmarajam@gmail.com</a>
18	Academy for Professional Studies Azhar Complex Near North Malabar Chamber of Commerce Thayatheru Road Kannur - 670002 (Kerala)	June 2013 & December 2013 session of CS Examinations	9746103633 0497-2763646	<a href="mailto:apskannur@gmail.com">apskannur@gmail.com</a>



## General Instruction :

In case of any specific problem / complaint regarding:

1. Registration, post registration, students services and postal / oral coaching, students may contact personally or write to

Mr Sohan Lal  
Director ( Student Services )  
The Institute of Company Secretaries of India  
C-37, Sector-62,  
Noida-201309,  
Tel : 0120-4522014 ( D )  
e-mail : sohan.lal@icsi.edu.

2. Academic guidance and suggestions, if any, students may write to

Dr S K Dixit  
Director ( Academics )  
The Institute of Company Secretaries of India  
22, Institutional Area  
Lodi Road  
New Delhi-110003  
Tel : 011-45341016 (D)  
e-mail : [sudhir.dixit@icsi.edu](mailto:sudhir.dixit@icsi.edu).