



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

KEY TAKEAWAYS

Limited students in each batch

A blend of academicians from premier institutions, professionals and industry experts

Best in class infrastructure

Personalised attention to each student

Monthly Performance Appraisal of every students

Special sessions on softs skills to groom the students as per Industry requirements

Special Visits to regulatory bodies for practical exposure

Special Exposure to Regulatory Bodies, Stock Exchange, Company AGMs, Proceedings in Tribunals & stimulating Moot Courts

Learning through practical approach

100% Placement Assistance

Mentor for students based on their area of interest (Academic/Professional)



**ANNOUNCES
FULL-TIME INTEGRATED
COMPANY SECRETARY
COURSE**

ICSI-Centre for Corporate Governance, Research & Training

Plot No.101, Sector-15, Institutional Area, CBD-Belapur, Navi Mumbai 400614

Website: <https://www.icsi.edu/ccgrt/home> | Email: ccgrt@icsi.edu | Ph: 022-41021501/15

Objective of the Course

The objective of this course is to develop the high calibre professionals facilitating good Corporate Governance under one roof

Scope

1. Entire Company Secretary Course
2. Soft Skills, Leadership Traits and other Life Skills
3. Learning through Practical Exposure and Internship

Nature of the Course

FULL TIME

NON RESIDENTIAL

Duration of the Course

Three years including one year of training (Training is a part of CS Course Curriculum to become the member of the ICSI)

Batch Size

50 (Fifty)

Faculty

A blend of academicians from premier institutions, professionals and industry experts

Venue

ICSI - Centre for Corporate Governance, Research and Training (CCGRT), Plot No.101, Sector-15, Institutional Area, CBD-Belapur, Navi Mumbai 400 614(MH)

Eligibility

A candidate should fulfil the following eligibility requirements:

1. Less than 26 years as on July 01, 2019
2. Graduate with 50% Marks

OR

Passed Foundation Programme conducted by ICSI or ICAI (CPT) or ICMAI

Selection Process

The best 50 candidates will be admitted to the programme, selected through online entrance test, group discussion and personal interview

Fees

Total fees for first two academic years will be Rs.4,00,000/-. Fees for the Executive Programme

of the Course is Rs.2,00,000/- per year (Fees covers all Fees paid to ICSI-HQ will be refunded like Registration Fees, Exam Fees, etc.). Fees can be paid in half yearly instalments. The second instalment fees should be paid by the end of October, 2019. Fees for the Professional Programme of the Course is Rs.2,00,000/- per year. The first instalment has to be paid in September before the commencement of the class and second instalment fees has to be paid by the end of December.

It must be noted that students found default in payment of fees (including instalment) on due dates, the Institute (ICSI) reserves the rights to levy penalty for such default. The student at default will have to pay Rs.200/- per day from due date till the default continues.

There is no fees for the third year. The student would get a monthly stipend as prescribed by ICSI for the internship in the third year from the concerned organization/firm.

NOTE: FEES ONCE PAID WILL NOT BE REFUNDED.

Pedagogy

The course would be an interactive programme focusing on experiential learning and combining classroom lectures, discussions, class exercises, case studies, industry visits etc. Students will be exposed to real life organizational situations, professional dilemmas etc. to enable them to develop holistic perspective towards decision making and governance.

Training

On successful completion of integrated course, students will be required to undergo 15 Days Residential Management Skills Orientation Programme at ICSI-CCGRT on payment of requisite fees.

Placement

ICSI-CCGRT would provide placement assistance for the students of this course.

Admission

Online Entrance Test will be conducted by ICSI-CCGRT on 22nd May, 2019. The registration for appearing in Online Entrance Test will start from 12th April, 2019 and ends on 10th May, 2019. The fees for registration for appearing in online entrance test is Rs.700/- (Rupees Seven Hundred Only). For more information, visit ICSI-CCGRT Direct Link: <https://www.icsi.edu/ccgrr/integrated-cs-course-full-time/>

ABOUT

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

The Institute of Company Secretaries of India (ICSI) is the only recognized professional body in India to develop and regulate the profession of Company Secretaries. It is a premier national professional body set up under an act of Parliament, the Company Secretaries Act, 1980. ICSI functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India. The Institute provides top-quality education to the students of Company Secretaries (CS) Course and best quality set standards to CS Members. At present, there are more than 55,000 members and about 3,00,000 students on the roll of ICSI. A member of the Institute occupies statutory and regulatory positions in governance, secretarial and compliance functions. The law requires membership of the Institute as eligibility for appointment as Company Secretary of any company with prescribed share capital.

They are also employed in Government, PSUs and NGOs in position which are not earmarked for Company Secretaries. Quite a good number of members of the Institute are in public practice as independent professionals. They have recognitions under various laws relating to income tax, securities, foreign exchange, competition, etc. and also to provide representation services before various authorities and tribunals.

ICSI has its headquarters at New Delhi, four Regional Offices at New Delhi, Chennai, Kolkata, Mumbai, 70 Chapters across India and a Centre "CCGRT" at Navi Mumbai. ICSI has been contributing to the initiatives of Government of India that have potential to excel the social-economic growth of India

CENTRE FOR CORPORATE GOVERNANCE, RESEARCH & TRAINING (CCGRT)

Centre for Corporate Governance, Research & Training, also known as CCGRT for excellence in Training & Research since May 1999. CCGRT has become symbol of High-end training programmes through various professional development and customized programmes with a focus on Corporate Governance.

Located in lush green environs of Commercial Business District (CBD) Belapur in Navi Mumbai with State of Art infrastructure, pleasant décor, ultra-modern audio-visual facilities and 100% Wi-fi enabled campus.

CCGRT has become symbol for running tailor-made professional development programmes to cater the needs of corporates.

CCGRT is well positioned to organize an Integrated (Executive + Professional) Company Secretaryship Course to prepare Governance Leaders for tomorrow.

Brief about the Profession of Company Secretaries

The Companies Act, 2013 as amended from time to time has substantially strengthened the position, role and responsibility of a Company Secretary both in employment and in practice. The duties of a company secretary are now statutorily prescribed under the Companies Act. He is now bracketed as Key Managerial Personnel (KMP), heads as Advisory, Procedural, Compliance, Certification, Audit, Representation and Appointment as Scrutinizer, Valuer, liquidator etc. He is not only responsible to the Board on compliance with the laws applicable to the company but also ensures compliance with the applicable secretarial standards. He assists and advises the Board in

ensuring good corporate governance and in complying with the corporate governance requirements and best practices. He assists the Board in the conduct of the affairs of the company and provides to the directors, such guidance as they may require, with regard to their duties, responsibilities and powers.

The Recent Amendments in Companies Act, 2013 has assigned substantial second order state functions to Company Secretaries in practice. Listed companies and other companies as may be prescribed by the rules thereunder are required to annex to the Board's Report, a Secretarial Audit Report from a Practicing Company Secretary and any qualification/ observation in the said report needs to

be explained in the Board's Report. Similarly, listed companies and other companies having paid up share capital and turnover as may be prescribed shall get Annual Returns certified by a Practicing Company Secretary. A Practicing Company Secretary may be appointed as an Internal Auditor or a Registered Valuer or a company liquidator. A Company Secretary is also authorized to represent before the National Company Law Tribunal, Appellate Tribunal and various Tribunals and quasi-judicial bodies constituted under other legislations. He is also eligible to become a Technical Member of such Tribunals.

COURSE CURRICULUM

The curriculum of the course includes the syllabus of the Company Secretary Course as notified by ICSI from time to time. The first year covers eight subjects of Executive Programme and the second year would cover nine subjects of the Professional Programme which are listed below:

EXECUTIVE PROGRAMME

Module - 1

- Jurisprudence, Interpretation & General Laws
- Company Law
- Setting up of Business Entities and Closure
- Tax Laws

Module - 2

- Corporate & Management Accounting
- Securities Laws & Capital Markets
- Economic, Business and Commercial Laws
- Financial and Strategic Management

PROFESSIONAL PROGRAMME

Module - 1

- Governance, Risk Management, Compliances and Ethics
- Advanced Tax Laws
- Drafting, Pleadings and Appearances

Module - 2

- Secretarial Audit, Compliance Management and Due Diligence
- Corporate Restructuring, Insolvency, Liquidation & Winding-up
- Resolution of Corporate Disputes, Non-Compliance and Remedies

Module - 3

- Corporate Funding & Listings in Stock Exchanges
- Multidisciplinary Case Studies (The examination for this paper will be open book examination)
- Electives 1 paper out of below 8 papers
 - Banking - Law & Practice
 - Insurance - Law & Practice
 - Intellectual Property Rights - Law & Practice
 - Forensic Audit
 - Direct Tax Law and Practice
 - Labour Laws and Practice
 - Valuations and Business Modelling
 - Insolvency - Law and Practice(The examination for this paper will be open book examination)



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भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

VISION

"To be a global leader
in promoting good
corporate governance"

सत्यं वद। धर्मं चर।

ICSI Motto

इच्छते किं तदाकं। क्लेशते क्यु किं तदा।

MISSION

"To develop high calibre
professionals facilitating
good corporate governance"

Connect with ICSI

www.icsi.edu



Grievance Redressal Portal : <http://support.icsi.edu>