**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

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Greetings from EIRO of the ICSI!!

This is to inform that the Faculty Empanelment Module is now in place under Stimulate portal (Path https://stimulate.icsi.edu/ - Faculty Empanelment). As of now, the Module will run for CLDP and EDP.

In the Module, the faculties will be selected randomly by the system based on the following as opted by the respective faculty members:-

1. The Training Programme (CLDP and/ or EDP)
2. Topic of the session
3. Preferred Location

The faculties will have to register themselves in the above mentioned Faculty Empanelment Module. Only registered & approved faculties will be randomly selected by the system and automatically schedule class/session for the programme.

The EIRO of the ICSI will be able to see the contact details of the randomly selected faculty and once the class is scheduled, an auto generated email shall go the faculty for his/her consent.

Brief outline of Faculty Selection Process:

1. **Invitation has been accepted by the Faculty**:- In case the randomly selected faculty accepts the session, he/she shall be the faculty for that session.
2. **Invitation has been declined by the Faculty**:- In case the selected faculty declines the session within 03 hours, then the system will select the next faculty randomly and autogenerated invitation will be sent to that faculty.
3. **No action has been taken by the Faculty on the Invitation** :- The invitation will be active for only 03 hours.**(failing to accept the invitation by the respective faculty, invitation will automatically stand cancelled).** The system will select the next faculty randomly and invitation will be sent to the next faculty.

Kindly register yourself in the Faculty Empanelment Module as the faculties can only be selected from the list of approved faculties in the Faculty Empanelment Module. This is of utmost necessity to create a large pool of faculties for taking sessions under EIRO.

Those who have already completed the above process, please ignore this communication.

Team EIRO of the ICSI