

| | |
|--|--|
| <p>Eligibility criteria for admission in e-MSOP is as under:</p> | <p>The Candidates who have completed Company Secretaryship Final/ Professional Programme examination two years prior to the application for undergoing e-MSOP and completed all training requirements to become a member of the Institute (except 15 days Specialized Training)</p> |
| <p>Note: Special permission has been provided to the candidates granted full exemption in practical training based on their working experience can register in e-MSOP without waiting for 2 years time bar as applicable for the normal candidates and also the candidates granted partial exemption in practical training shall not be eligible for making registration for e-MSOP unless they complete the balance training or exempted thereafter based on additional relevant experience.</p> | |
| <p>e-MSOP course link is http://www.icsiemsop.com/</p> | |

Important instructions for students:

1. Student need to fill up required online e-MSOP application and submit it to ICSI for approval.
2. After submitting e-MSOP application, ICSI will verify/check your e-MSOP application form.
3. If e-MSOP application form is approved then system will send you an email for online payment for e- MSOP courses.
4. System will send e-MSOP login credentials once you made online payment for e-MSOP courses.
5. **Username** - Student's Registration Number issued by ICSI will be his username.
6. **Password** -System will generate password. Change password option is available.
7. Student's login Id will be valid for 180 days from the date of payment.
8. Student is required to complete the all sessions of e-MSOP (including submission of Project Report) within 180 days.
9. Fees for the course is ₹ 3800/-, if any student is not able to complete the training within the time frame then the LMS access will be deactivated after 180 days and student will need to do the remaining part of the training after paying 50% of the fees and validity of his login ID will be extend for further period of 3 months. If even during this extended period student is not able to complete the program then no further extension will be allowed.
10. Web camera is must be available with your Desktop/Laptop to Access MSOP courses.
11. There are total 28 topics which are required to be covered to complete the e-MSOP.
12. There is no sequence. Any session can be undergone in any order, as per choice of student.
13. Till previous session is not complete, which is on, student is not allowed to start any fresh session.
14. Each of topics is further divided in some sub-topics, covering all aspects of subject. For each such sub-topics, a separate session is developed, which is not more than 30 minutes duration each. Total duration of all sessions covering one topic is not more than 150 minutes.
15. Total duration of all sessions of e-MSOP is 70 hours. (4200 minutes)
16. Student can undergo sessions at any time any day with full flexibility of selecting the time, but he cannot undergo more than 90 minutes session in one sitting and not more than 300 minutes session in 24 hours.
17. Student is also required to submit a project report. Project report should be uploaded by student after completing all sessions.
18. He will prepare the hard copy of the project report selecting a topic from the list of topics available at the portal as prescribed by the ICSI from the drop down list of various topics and he will upload the PDF copy of the same at a designated place.
19. After that it will be sent to ICSI Admin and when it is approved only then student is allowed to generate the e-MSOP completion certificate.

20. Specification of the Project Report are as follows:-

- i) First Page should be the Cover Page. It should have the Name, registration No & Project Title.
- ii) All the pages should be numbered.
- iii) Second page should be the "Index" page.
- iv) Third page should be "Preface"
- v) Fourth Page should be "Acknowledgment" page.
- vi) Last page should be "Bibliography"
- vii) No. of Pages should be 50
- viii) Line Space:- Single
- ix) Font Type: Times New Roman
- x) Font Size: 12