

## **5. GUIDELINES FOR SETTING UP OF “ICSI STUDY CENTRES” & STUDY CENTRE COORDINATORS**

In pursuance of the general powers conferred by the Council under the Company Secretaries Act, 1980 and the regulations made thereunder, the Council hereby makes the guidelines, namely **GUIDELINES FOR SETTING UP OF “ICSI STUDY CENTRES” FOR IMPARTING QUALITY EDUCATION & OTHER BASIC SERVICES TO THE ICSI STUDENTS IN ASSOCIATION WITH UNIVERSITIES / COLLEGES** with effect from 2<sup>ND</sup> October, 2015.

### **5.1 Purpose**

To create synergy between the university education and professional education to enhance the quality of education imparted to the ICSI students, the study centres proposed to be operated and managed by the Department of Commerce or any other department having relevance to CS course of the recognised University(ies)/ Colleges will be set up on self-sustainable basis.

### **5.2 Eligibility**

The ICSI Study Centre shall be ordinarily set up in cities/ locations where the Regional/Chapter Office of the Institute does not exist. Notwithstanding the above, the Institute may also set up Study Centres in cities/ locations wherein the Regional / Chapter Offices are in existence with the approval of TEFC.

### **5.3 Establishment of Study Centre**

- 5.3.1 Study centre shall be set up at the premises of recognised university/ college having proper recommendations of the concerned Regional Council/Chapter. The representative of the concerned Regional Council/ Chapter will submit a detailed report on the infrastructure and other details available at the University/ College and the University / College would extend full co-operation in facilitating the inspection/ investigation, etc. required in this regard and furnish all other information / documents for the purpose of submitting the report to the ICSI HQ. Private Colleges/
- 5.3.2 Universities would also submit a Resolution passed by the governing body.
- 5.3.3 Study centre shall be run by faculty or Department of Commerce or any other department having relevance to CS Course, by whatever nomenclature, on self-sustainable basis as per these guidelines.
- 5.3.4 The respective department of the university/ college shall operate and manage the ICSI study centre. Study centre shall in no case be termed as an agent or a partner or a representative of ICSI except for the limited purpose

of providing class room teaching to CS students and other responsibilities covered in the agreement between the two Institutions.

5.3.5 Head of respective department of university / college in which the study centre has been set up or his representative will be designated as Director of the CS Study Centre.

5.3.6 Study Centre shall not engage itself any activity or deal with a matter which are prejudicial to the interests and / or image of the Institute.

#### **5.4 Nomenclature**

These study centres shall be entitled to use the words and description "ICSI (name of city) Study Centre"

#### **5.5 Autonomy in charging Fee and Financial Support/Compensation**

The study centres would have full autonomy in deciding the fee to be charged from the students for the Class Room Teaching activity but the Institute would not provide any financial support/compensation to the study centres on any account.

#### **5.6 Sharing of Revenue with ICSI Head Office/Regional Council/Chapter**

ICSI Head Office/Regional Council/Chapter shall have no share in the revenue generated by respective study centres.

#### **5.7 Responsibility of study centre**

5.7.1 Conduct of Class Room Teaching with best faculty for various stages of ICSI Course Curriculum on the lines prescribed by ICSI.

5.7.2 Conduct Career Counselling, suitably advertise and attract students for enrolment to CS Course and disseminate information regarding Company Secretaryship course

5.7.3 Facilitating registrations of the students for their online registration to the CS Course. The Fee will be accepted by the Institute through its online payment gateway and the University/ College shall provide reasonable infrastructure (computer with internet connectivity, scanner, etc.) to enable the students to have the seamless connectivity to ICSI web portal for online registration to the CS Course. Students who are not having Credit/ Debit Cards may remit the fee through Bank Challan in which case cash can be deposited with designated banks (at present Canara Bank).

5.7.4 Provide at least one room space for ICSI representative office at University/ college campus.

- 5.7.5 Students of study centre shall be allowed access to the library of concerned department in which the study centre has been setup.
- 5.7.6 Members of Central Council, Regional Councils of ICSI or Members of the Chapter Managing Committees are not eligible to act as Faculty in the classes conducted by Study Centres.
- 5.7.7 The study centre shall submit quarterly MIS covering the activities conducted during such period like Details of Career Awareness Programmes/ Counselling Sessions conducted, Details of Registrations Facilitated(\*) with registration number, fee structure, changes thereof from time to time, Details of Classes Conducted with registration number of the students etc. to the Regional Council/Chapter to which it is attached with a copy to the ICSI HQ.
- (\*) as per format decided by the Institute from time to time.
- 5.7.8 The college shall maintain a permanent display board „ICSI (Name of the City) Study Centre” on the boundary wall of the college and also within the premises where the study centre is located.
- 5.7.9 The designated room shall be properly maintained with daily cleaning, proper lighting and whitewash.

## **5.8 Responsibility of ICSI**

- 5.8.1 ICSI shall share and suggest ways and means for effective conduct of classes by the centre
- 5.8.2 Suggest / Depute faculty on specialised subjects as and when requested by the study centre
- 5.8.3 Assist in popularising the Class Room Teaching conducted by various study centres - Study centre can advertise/publicise conduct of classes in the Institute’s student e-bulletins „Student Company Secretary” and „CS Foundation Course” bulletin free of cost.
- 5.8.4 ICSI shall pay Honorarium as per the prevailing „ICSI Guidelines of Counsellors” of that day, for successful registration of students on receipt of quarterly MIS.

## **5.9 Applicability of Class Room Teaching Guidelines**

- 5.8.1 Apart from specific guidelines given above, general guidelines relating to conduct of class room teaching issued by the Institute are also applicable to the study centres as far as engagement of faculty, feedback, etc.

- 5.8.2 Faculty engaged for the purpose, as far as possible shall be in accordance with the guidelines and student teacher ratio should be 40:1 that is a maximum of 40 students per teacher.
- 5.8.3 The honorarium payable to the faculty members shall be decided by the study centres.
- 5.8.4 To the extent possible the faculty of the University/college shall be engaged to take the classes, subject to fulfilment of criteria.
- 5.8.5 Propagation of the schedule of classes through bulk SMS/ E-Mail among the concerned students will be through the Institute only and the same will be chargeable as per rates fixed by the Institute from time to time.
- 5.8.6 The Study Centre shall indemnify the Institute that the interests of the students will be protected at all times.

## **5.9 ICSI Representative Office**

- 5.9.1 There would be at least one room for the representative office.
- 5.9.2 ICSI shall not pay any rent for the space provided by the University for the Representative Office.
- 5.9.3 The Director of study centre may engage any person at the representative office to register the students and render other administrative activities. Such person shall not in any way be treated as an agent or a partner or a representative or employee of the ICSI. No reimbursement of any type shall be made by ICSI for this arrangement.
- 5.9.4 The director of study centre shall engage and pay to the person engaged to register the students and undertake administrative functions of the study centre. No reimbursement of any type shall be made by ICSI for this arrangement.
- 5.9.5 The person to be appointed for manning the centre office to be from the institution, In order to have effective coordination with the college administration and to ensure access to the infrastructure facilities of the Institution as prescribed under these guidelines, to run the centre effectively.

## **5.10 Monitoring**

Such study centre would be monitored and coordinated by Directorate of Student Services at Headquarters through the respective Regional Council / Chapter. The ICSI shall keep a possible ordinary control to ensure quality of education through supervision by deputing its own personnel in the classes or having confidential or independent feedback from the students.

### **5.11 Coordination Committee**

There would be a coordination committee having representative from the university/ college and ICSI for monitoring the performance of the study centre at regular intervals, preferably every quarter.

### **5.12 Liability of ICSI**

ICSI shall not incur or suffer any kind of liability – legal, financial or otherwise – with regard to any obligations incurred by the study centre.

### **5.13 Agreement between ICSI and the University/College**

The officer as empowered by the HOD of Student Services or Secretary, ICSI or President, ICSI jointly or severally shall enter into an agreement between the respective University / college for setting up of Study Centre. Further the President may authorized any other Council member in his/her absence.

### **5.14 Validity of Study Centre**

The agreement would be valid for a period of TWO years and can be extended further on year to year basis, as mutually agreed between the respective university/ college.

Unless the validity of the recognition renewed/extended, after due period, the study centre would not carry its activities. In case, a particular study centre is derecognised or validity withdrawn, it would stop the activities immediately.

### **5.15 Compliances**

5.15.1 It is the responsibility of the Centre to deduct TDS as applicable in respect of payment made by it to various vendors for running the centre. It shall also fulfil all the compliances arising out of TDS deductions like remittance and filing of returns from time to time as prescribed under the law.

5.15.2 Likewise, the study centre would ensure to comply Service Tax provisions arising out of payment to the faculty handling the classes and for such other services as applicable.

5.15.3 Study centre to maintain its accounts as per the standard and established practices and norms and get them audited at the close of financial year and send the audited accounts to the RC/Institute periodically for their information.

5.15.4 It is also the responsibility of the Centre to comply with local laws if any, arising out of running of the centre.

## **5.16 Termination**

If the quality of teaching, infrastructure and other services (as envisaged under these guidelines) provided by the study centre is not upto the satisfaction of ICSI, it reserves the right to cancel/terminate the agreement without assigning any reason thereof. However, the cancellation/termination shall not affect the obligations in respect of the completion of the course in respect of any batches of classes that have been commenced and are in progress and fees for which have been collected from the participants by the study centre.

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AGREEMENT TO BE ENTERED INTO BETWEEN THE ICSI REGIONAL COUNCIL/  
CHAPTER AND THE UNIVERSITY / COLLEGE ON NON JUDIAL STAMP PAPER  
OF  
Rs 100/-

Whereas the Institute of Company Secretaries of India, constituted under the Company Secretaries Act, 1980 to develop and regulate the profession of Company Secretaries in India being solely authorised to conduct coaching and examinations for the award of Professional qualification / Membership of the Institute and whereas \_\_\_\_\_ (name of the Study Centre) would create synergy between the university education and professional education to enhance the quality of education imparted to the ICSI students, the study centres proposed to be operated and managed by the Department of \_\_\_\_\_ of

\_\_\_\_\_ (Name of the Study Centre) will be set up on self-sustainable basis.

1. Study centre shall function from the premises of recognised university/ college having proper recommendations of the concerned Regional Council/Chapter.
2. Study centre shall be run by faculty or Department of Commerce or any other department having relevance to CS Course, by whatever nomenclature, on self-sustainable basis as per ICSI guidelines.
3. The respective department of the university/ college shall operate and manage the ICSI study centre. Study centre shall in no case be termed as an agent or a partner or a representative of ICSI except for the limited purpose of providing class room teaching to CS students and other responsibilities covered in the agreement between the two Institutions.
4. Head of respective department of university / college in which the study centre has been set up or his representative will be designated as Director of the CS Study Centre.
5. Study Centre shall not engage itself any activity or deal with a matter which are prejudicial to the interests and image of the Institute
6. Study centres shall be entitled to use the words and description "ICSI (name of city) Study Centre"
7. The study centres would have full autonomy in deciding the fee to be charged from the students for the Class Room Teaching activity but the Institute would not provide any financial support/compensation to the study centres on any account.

8. ICSI Head Office/Regional Council/Chapter shall have no share in the revenue generated by respective study centres.
9. The Study Centre shall impart education with best faculty for various stages of ICSI Course Curriculum on the lines prescribed by ICSI.
10. The Study Centre shall conduct Career Counselling, suitably advertise and attract students for enrolment to CS Course and disseminate information regarding Company Secretaryship course
11. Facilitating registrations to the CS Course through on-line mode. The Fee will be accepted by the Institute through online mode and the University/ College shall provide reasonable infrastructure (computer with internet connectivity, scanner, etc.) to enable the students to register online for CS Course. Students who are not having Credit/ Debit Cards may remit the fee through Bank Challan in which case cash can be deposited with designated banks (at present Canara Bank).
12. Provide at least one room space for ICSI representative office at University/ college campus.
13. Students of study centre shall be allowed access to the library of concerned department in which the study centre has been setup.
14. Members of Central Council, Regional Councils of ICSI or Members of the Chapter Managing Committees are not eligible to act as Faculty in the classes conducted by Study Centres.
15. The study centre shall submit quarterly MIS covering the activities conducted during such period like Details of Career Awareness Programmes/ Counselling Sessions conducted, Details of Registrations Facilitated(\*) with registration number, Details of Classes Conducted with registration number of the students etc. to the Regional Council/Chapter to which it is attached with a copy to the ICSI HQ.  
(\*) as per format decided by the Institute from time to time.
16. The college shall maintain a permanent display board „CS (Name of the City) Study Centre“ on the boundary wall of the college and also within the premises where the study centre is located.
17. The designated room shall be properly maintained with daily cleaning, proper lighting and whitewash.
18. ICSI shall share and suggest ways and means for effective conduct of classes by the centre
19. ICSI shall Suggest / Depute faculty on specialised subjects as and when requested by the study centre



20. ICSI shall Assist in popularising the Class Room Teaching conducted by various study centres - Study centre can advertise/publicise conduct of classes in the Institute's student e-bulletins „Student Company Secretary" and „CS Foundation Course" bulletin free of cost.
21. ICSI shall pay Honorarium as per the prevailing „ICSI Guidelines of Counsellors" of that day, for successful registration of students on receipt of quarterly MIS.
22. Apart from specific guidelines given above, general guidelines relating to conduct of class room teaching issued by the Institute are also applicable to the study centres as far as engagement of faculty, feedback, etc.
23. Faculty engaged for the purpose, as far as possible shall be in accordance with the guidelines and student teacher ratio should be 40:1 that is a maximum of 40 students per teacher.
24. The honorarium payable to the faculty members shall be decided by the study centres.
25. To the extent possible the faculty of the University/college shall be engaged to take the classes, subject to fulfilment of criteria.
26. Propagation of the schedule of classes through bulk SMS/ E-Mail among the concerned students will be through the Institute only and the same will be chargeable as per rates fixed by the Institute from time to time.
27. The Study Centre shall indemnify the Institute that the interests of the students will be protected at all times.
28. There would be at least one room for the representative office.
29. ICSI shall not pay any rent for the space provided by the University for the Representative Office.
30. The Director of study centre may engage any person at the representative office to register the students and render other administrative activities. Such person shall not in any way be treated as an agent or a partner or a representative or employee of the ICSI. No reimbursement of any type shall be made by ICSI for this arrangement.
31. The director of study centre shall engage and pay to the person engaged to register the students and undertake administrative functions of the study centre. No reimbursement of any type shall be made by ICSI for this arrangement.
32. The person to be appointed for manning the centre office to be from the institution, In order to have effective coordination with the college administration and to ensure access to the infrastructure facilities of the Institution as prescribed under these guidelines, to run the centre effectively.
33. Such study centre would be monitored and coordinated by Directorate of Student Services at Headquarters through the respective Regional Council / Chapter. ICSI shall keep a possible ordinary control to ensure quality of education through

supervision by deputing its own personnel in the classes or having confidential or independent feedback from the students.

34. There would be a coordination committee having representative from the university/ college and ICSI for monitoring the performance of the study centre at regular intervals, preferably every quarter.
35. ICSI shall not incur or suffer any kind of liability – legal, financial or otherwise – with regard to any obligations incurred by the study centre.
36. The officer as empowered by the HOD of Student Services or Secretary, ICSI or President, ICSI jointly or severally shall enter into an agreement between the respective University / college for setting up of Study Centre. Further the President may authorized any other Council member in his/her absence.
37. The agreement would be valid for a period of TWO years and can be extended further on year to year basis, as mutually agreed between the respective university/ college.
38. Unless the validity of the recognition renewed/extended, after due period, the study centre would not carry its activities. In case, a particular study centre is derecognised or validity withdrawn, it would stop the activities immediately.
39. It is the responsibility of the Centre to deduct TDS as applicable in respect of payment made by it for running the centre. It shall also fulfil all the compliances arising out of TDS deductions like remittance and filing of returns from time to time as prescribed under the law.
40. Likewise, the study centre would ensure to comply Service Tax provisions arising out of payment to the faculty handling the classes and for such other services as applicable.
41. Study centre to maintain its accounts as per the standard and established practices and norms and get them audited at the close of financial year and send the audited accounts to the RC/Institute periodically for their information.
42. It is also the responsibility of the Centre to comply with local laws if any, arising out of running of the centre.
43. If the quality of teaching, infrastructure and other services (as envisaged under these guidelines) provided by the study centre is not upto the satisfaction of ICSI, it reserves the right to cancel/terminate the agreement without assigning any reason thereof. However, the cancellation/termination shall not affect the obligations in respect of the completion of the course in respect of any batches of classes that have been commenced and are in progress and fees for which have been collected from the participants by the study centre.

This arrangement will come into force from \_\_\_\_\_

SIGNED AND EXECUTED BY :

Signature (with Rubber Stamp)		Signature(with Rubber Stamp)	
Name		Name	
Designation		Designation	
For and on behalf of ICSI		For and on behalf of College	

**FORMAT OF REPORT OF THE ICSI REPRESENTATIVE / REGIONAL DIRECTOR  
WHICH WILL FORM PART OF RECOMMENDATIONS TO BE SENT  
TO HEADQUARTERS FOR EMPANELMENT OF STUDY CENTRE**

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA  
REPORT OF ICSI REPRESENTATIVE / REGIONAL DIRECTOR**

S.No.	Particulars	
1	Name of the University/ College	
2	Full Address with Pincode and nearest landmarks	
3	Contact Particulars of Head of department of university / college who will act as Director of the Study Centre  a) Name & Designation of Contact Person b) Landline c) Mobile d) E-Mail Id e) Website f) Full official Address g) Full Residential Address	
4	Status of University/ College (Government/ Private, etc.)	
5	Date of Establishment of the University/ College	
6	No. of Class Rooms, Area in Sq feet, etc. available at the University/ College for the Study Centre	
7	Details of Technical Facilities/ Teaching Aids available (No. of Computers, Internet Facility, LCD, Smartboard, Projector, etc.)	
8	Details of Library Facilities Available	
9	Name of the nearest Regional / Chapter Office of ICSI and distance in KM	
10	Whether sufficient number of qualified Faculty Members available	
11	Drinking Water/ Toilet Facilities	
12	Recommendations regarding the suitability of University/ College for acting as the Study Centre	
13	Date of Visit to the University/ College by ICSI Representative	
14	Distance to nearest canara bank branch	
15	Adequacy of light (bulk / tube lights), fan / proper seating arrangement	
16	Telephone facility in the representative room (if yes) provide phone number	

SIGNATURE WITH NAME &  
DESIGNATION OF THE ICSI REPRESENTATIVE

SIGNATURE WITH NAME &  
DESIGNATION OF THE ICSI REGIONAL DIRECTOR

**Resolution of the Society/Trust (only for private colleges)**

(To be submitted duly filled on letterhead of the Institution)

It is resolved unanimously in the meeting of the governing body of  
..... held on .....under the chairmanship of Shri.....  
that the Study Centre of ICSI be established in ..... College/  
Institute/Foundation/ Trust/Society/Company.

We undertake to provide all the necessary academic and infrastructural facilities and co-operate for the smooth and efficient functioning of the Study Centre.

If the Study Centre is closed down for any reason, the students who have been registered for classroom coaching shall be provided due services.

We hereby give undertaking that if after inspection we are not found suitable for affiliation by the Inspection Team/ Recognition Board then we will accept the decision of ICSI. We shall abide by the decision of the ICSI approval / not approval of our applied centre and we will not go for any legal proceeding against to the decision of ICSI in any court.

Proposed By .....

Seconded By .....

**Seal of Institution**

## **5.17. Guidelines for ICSI Study Centre Co-ordinators**

The Institute is intending to empanel ICSI Study Centre Co-ordinators preferably from amongst its Members for acting as Study Centre Co-ordinator in various cities (as per list of Cities attached) for monitoring the activities of the Study Centres on behalf of the Institute and submitting periodical reports on the functioning of the Study Centres to the Institute. In the absence of Members of the ICSI in the respective locations, the Institute may consider other Professionals like Chartered Accountants, Cost Accountants OR experienced & qualified personnel in the educational fields. Persons residing in the same city will be given preference.

The Members of the Institute/ other professionals who are interested to act as ICSI Study Centre Co-ordinator for Study Centers may submit a formal application duly filled up and signed in the attached format and e-mail/post the same to the Institute. The existing Counsellors may also act as Study Centre Co-ordinators.

The services of ICSI Study Centre Co-ordinators will be utilized on “Per Visit” basis and the Institute may assign the duties to any Study Centre Co-ordinator in the panel. The ICSI Study Centre Co-ordinator will report to the Regional / Chapter Office of the Institute to which the Study Centre is attached.

## **5.18 Requirements for Empanelment as ICSI Study Centre Co-ordinators**

5.18.1 He / She should preferably be a member of the Institute. In the absence of availability of Members, the Institute may consider other professionals like Chartered Accountants, Cost Accountants or other experienced & qualified personnel in the educational field.

5.18.2 Eligible Members/ Professionals shall submit a formal application to the Institute by E-mail/ post with a copy to the Regional / Chapter Office to which the Study Centre is attached for considering empanelment. The Headquarters will issue a formal letter of empanelment.

5.18.3 He / She should not be associated with “coaching” by whatever called of students of Company Secretaryship Course in any manner / capacity whatsoever irrespective of whether the same is organized by any organ of the Institute or any other institution private or otherwise.

## **5.19 Honorarium Payable**

An honorarium of Rs.1000/- per visit to the Study Centre and Rs.500/- towards conveyance and other incidental expenses. Taxes, as applicable, will be deducted while releasing the payment. The honorarium will be released to the Study Centre Co-ordinators on receipt of the report on the functioning of the Study Centre as per format given at Annexure and also formal request for reimbursement of such expenses to the Institute.

## **5.20 Selection / Allocation of assignment for ICSI Study Centre Co-ordinators**

The panel of ICSI Study Centre Co-ordinators will be drawn city wise and would be forwarded to the Training and Educational Facilities Committee of the Council of the Institute.

Mere empanelment does not mean guarantee of assignment. The Institute reserves the right to give the said assignment to any Member including those not in the Panel

depending on the actual requirement and as may be approved by the Competent Authority. For each visit, the respective Regional Council/ Chapter shall send a prior intimation to the empaneled Members and only after receiving such intimation, the Study Centre Co-ordinators are required to visit the Study Centres.

#### **5.21 Report on the performance of the Study Centre**

The Study Centre Co-ordinators will submit a structured Report on the functioning of the Study Centres (as per the format prescribed by the Institute from time to time). They will also report any deviation from the Guidelines of the Study Centre Scheme formulated by the Institute.

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**5.22 Application for empanelment as ICSI Study Centre Co-ordinator**

Name & Communication Address of the Member of ICSI / Professional who wish to be empaneled as <b>ICSI Study Centre Co-ordinator</b>	
Membership Number (if applicable)	
Date of Enrollment as Member	
Contact Details E-Mail id : Mobile No. Landline No.	
PAN No.	
City / Study Centre for which you wish to be empanelled as <b>ICSI Study Centre Co-ordinator</b>	
In case of Non-Members of the ICSI, please give references of Two Members of the Institute and attach recommendatory letters from the Members	
Brief Note on my experience and suitability for empanelment as <b>ICSI Study Centre Co-ordinator</b>	

## Kindly use extra sheets, if required.

Date:

Place:

**Signature of the Applicant**

**5.23 Format of report to be submitted by the ICSI Study Centre Co-ordinator through the respective Regional Council / Chapter of the ICSI to which the Study Centre is attached**

S.No.	Name of Study Centre	
1.	Place	
2.	Reference of Communication received from the Institute's HQ/ Regional / Chapter Office for making the visit to the Study Centre (please enclose a copy of the communication)	
3.	Date and Time of Visit to the Study Centre	
4.	Name of the Regional Council / Chapter of ICSI to which the Study Centre is attached	
5.	Name, Address, Contact details of the <b>Co-ordinator</b>	
6.	Name, Address, Contact details of the Representative of the College/ University (Study Centre) designated as Director/ In-charge of the Study Centre	
7.	Is the Study Centre is conducting Coaching Classes for the Foundation / Executive/ Professional Programme Students of the Institute. Please give your views for increase in the enrollment and also improvement in the quality of coaching at the Study Centre (MIS to be submitted by Study Centre as per format <b>Annexure-A</b> )	
8.	Report on the Infrastructure available in the classes (indicative Checklist given at <b>Annexure-B</b> )	
9.	Is the Study Centre conducting Career Counselling Programmes?, if yes, please give details as per <b>Annexure-C</b>	
10.	Please give your views on the efforts made by Study Centre for enhancing the visibility of the CS Profession and also for facilitating fresh registrations to the CS Course	
11.	Has the Study Centre submitted the MIS on Registrations facilitated by the Study Centre during the current quarter (As per format given at <b>Annexure-D</b> )	
12.	Whether basic infrastructure viz. computer with internet connectivity, scanner, proper seating, etc. to enable the students to register online for CS Course	
13.	Whether one Room has been earmarked for ICSI Representative in the premises of the Study Centre	

14.	Whether Library Facilities are being provided to the students in the Study Centre premises	
15.	Whether the Study Centre has installed a Display Board on the boundary wall / gate of the Study Centres as well as within the premises where the Study Centre is functioning (approved nomenclature is "ICSI _____(Name of the City) Study Centre")	
16.	Whether the Cleanliness, Lighting, etc. are being maintained at the Study Centre	
17.	Whether an official has been engaged for attending to the day to day activities of the Study Centre	
18.	Whether Co-ordination Committee has been formed consisting of representatives from the Regional Council/ Chapter of the Institute and the Study Centre. Please furnish details	
19.	Summary of Feedback of Students on the services provided by the Study Centre	

It has been verified that:

5.23.1 Members of Central Council, Regional Councils of ICSI or Members of the Chapter Managing Committees are not engaged as Faculty in the classes conducted by the Study Centre.

5.23.2 Study Centre is not engaging itself in any activity or deal with a matter which are prejudicial to the interests and / or image of the Institute.

5.23.3 Study Centre is following the guidelines of Class Room Teaching guidelines.

5.23.4 Study Centre is complying with the government rules regarding TDS, Service Tax, etc.

5.23.5 Study Centre is maintaining its accounts as per the standard and established practices and norms and getting them audited for sending the audited accounts to the RC/Institute periodically for their information.

5.23.6 Study Centre is complying with local laws arising out of running of the centre.

**Name & Signature of the Study Centre Co-ordinator**  
**Mobile Number**  
**E-Mail Id**

Through: \_\_\_\_\_ Regional Council/ Chapter

Advance Copy of the MIS to be sent by E-Mail at \_\_\_\_\_

**5.24 FORMAT OF REQUEST FOR REIMBURSEMENT OF EXPENSES IN CONNECTION WITH THE VISIT TO THE STUDY CENTRE**

Date : \_\_\_\_\_

Directorate of Student Services  
The Institute of Company Secretaries of India  
C-37, Sector-62  
Noida – 201 309(UP)

Sub. : Request for Reimbursement of Honorarium

Dear Sir,

Please arrange to reimburse an amount of Rs.1000/- towards the honorarium and Conveyance Expenses amounting to Rs.\_\_\_\_\_ (supporting bills attached) in connection with my visit to the Study Centre at \_\_\_\_\_ on \_\_\_\_\_.

My Bank Account details are placed below:

Bank Account No:  
IFCS Code:  
Bank Name:  
Branch Name:

A copy of the report on the functioning of the Study Centre is attached for ready reference.

Thanking you,

Yours faithfully,

(Name & Signature)



## **Annexure-B**

### **Checklist on Infrastructure Available at the ICSI Study Centre**

Sl. No	PARTICULARS	REMARK OF THE STUDY CENTRE CO-ORDINATOR AGAINST EACH OF THE PARAMETERS.
1.	AREA(IN SQ FEET)	
2.	SEATS	
3.	BLACK/WHITE BOARD	
4.	LIGHTS	
5.	LCD	
6.	PROJECTOR	
7	COMPUTER	
8	QUALITY OF COMPUTERS (CONDITION, AGE)	
9	INTERNET ACCESS	
10	PRINTER	
11	SCANNER	
12	FAN	
13	AIRCONDITIONING	
14	AUDIOVISUAL CAPABILITY	
15	ELECTRICITY (AVAILABLE 24 HOURS PER DAY)	
16	DRINKING WATER	
17	TOILET FACILITY	
18	SEPARATE TOILETS FOR MEN AND WOMEN	

19	TEA/COFFEE	
20	VENTILATION (HEATING/COOLING)	
21	SEATING FOR LECTURES	
22	SPACE FOR BOOKS AND MATERIALS	
23	ACCESS OF LIBRARY FACILITY	
24	STUDY AREA FOR STUDENTS	
25	PHOTOGRAPHS/ VIDEOS OF THE STUDY CENTRE PREMISES / CLASS ROOMS & OTHER INFRASTRUCTURE	

## **Annexure-C**

### **Details of Career Counselling Programmes conducted by the StudyCentre during the current quarter**

<b>Sl. No.</b>	<b>Date</b>	<b>Name of School/College</b>	<b>Principal / HOD of Commerce Deptt.</b>	<b>Contact No. &amp; E-mail ID</b>	<b>Address of School / College</b>	<b>City</b>	<b>CS Member (s) / ICSI Officials Present (If any)</b>	<b>Total No. of participants</b>
1								
2								
3								

#### **Attendance Sheet for each Career Awareness Programmes in the following format**

<b>Sl. No.</b>	<b>Name of the participant</b>	<b>Father's / Mother's Name</b>	<b>Status Student/Teacher/Faculty/Employee/Businessman</b>	<b>Contact No. (Mobile number and/or landline number)</b>	<b>E-mail ID</b>	<b>Signature</b>
1.						
2						
3						



