

GUIDELINES FOR ICSI SIGNATURE AWARD

(Guidelines amended as on 17th June 2023 by Council during the 297th Meeting of the Council held on Saturday, the 17th June, 2023 at 04:30 PM)

Objective

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 ICSI SIGNATURE AWARD TO THE TOPPERS IN UNIVERSITY EXAMINATIONS FOR CREATING THE VISIBILITY OF THE PROFESSION OF COMPANY SECRETARIES AMONG THE ACADEMIA** with effect from 29th December, 2015

Eligibility

The institution of ICSI Signature Award will be considered for the topper in the Bachelor's Degree examinations in Commerce conducted by the Central, State Universities and specialised programmes/papers of Indian Institutes of Management (IIM) & Indian Institutes of Technology (IIT) in India and National Institute of Law. The Central Universities and State Universities in India will be as per criteria followed by University Grants Commission from time to time.

Nomenclature

The award will be known as **ICSI Signature Award**.

Process of Institution of the ICSI Signature Award

The process of institution of ICSI Signature Award will be facilitated by the CCGRT / Centres of Excellence/ nearest Regional Council/ Chapter / Any other office of the Institute. The representative(s) of the said offices of the Institute shall be visiting the University and submit a report in the prescribed format (forming part of these guidelines) about the suitability of the University for institution of ICSI Signature Award to the ICSI HQ.

Other conditions

1. The medal will be applicable only for full time courses.
2. The medal will be awarded to the student declared as University Topper at Graduate Level.
3. The medal as per the specifications provided by the Institute will be arranged by the concerned University for distribution during Convocation or other ceremonies/ the

Institute would procure the gold-plated medal (ceiling of Rs. 2,000/-) or actuals whichever is less) and provide the same to the University through the Regional Council/ Chapter.

4. The University would extend formal invitations to the President, Vice President, Secretary of the Institute for the award ceremony / convocation every year well in advance before the said convocation/ceremony. After the ceremony, the University would send a report to the Institute through its Regional Council/ Chapter giving full details viz. Name of the Student, Marks Obtained by the Student, Copies of Mark Sheets, Pass Certificate, etc. (amended during 138th meeting of TEFC held on 25th February 2022)
5. The Institute would be represented by President, Vice President, Secretary and/ or their representatives. The ICSI Signature Award will be handed over to the Toppers by the President, Vice President, Secretary of the Institute and/or their representative) unless there is specific requirements under protocol or convocation guidelines which demands such medals to be handed over by Chancellor / Vice Chancellor only. (amended during 138th meeting of TEFC held on 25th February 2022)
6. The ICSI Signature Award will be awarded only to the Topper (One Medal) in the University examinations.
7. The Signature Award along with a certificate will be distributed annually in the Convocation of the University or any other appropriate function, preferably in the joint seminar with the ICSI if it is conducted in a particular year.
8. The top three students of the Universities and qualifications as covered under this Scheme will be eligible for full waiver of Registration Fee for Executive Programme Stage.
9. In case no student is eligible or the Signature Award cannot be distributed in a year the same should be made known to the Institute well in advance.
10. No award will be made unless there is a candidate of sufficient merit of a minimum score of 60%.
11. The awardee should not have been booked for any disciplinary action or and also no disciplinary case is pending against him/her.
12. The information about the distribution of Signature Award with the name and address of the recipient shall be sent to the Directorate of Student Services, The

Institute of Company Secretaries of India, ICSI, C-36, Institutional Area, Sector – 62, NOIDA – 201 309 well in advance.

Termination of Agreement

The agreement for institution of ICSI Signature Award may be terminated by the ICSI or the University by giving a notice of three months.

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**The Institute of Company Secretaries of India
New Delhi**

**REPORT TO BE SUBMITTED BY CCGRT/ COE/ REGIONAL COUNCIL/
CHAPTER / ANY OTHER OFFICE OF THE INSTITUTE FOR INSTITUTING THE
ICSI SIGNATURE AWARD**

1.	Name & Address of the University	
2.	Name of the Vice-Chancellor, Phone No.	
3.	Name of the Registrar, Phone No.	
4.	Name of the Dean/HOD, Department of Commerce, Phone No.	
5.	Nomenclature of Course offered by Faculty of Commerce in Bachelor's Degree Stage	
6.	Duration of the B.Com. course	
7.	No. of sections and total No. of students in B.Com.	
8.	No. of – (in Department of Commerce) (i) Professors (ii) Readers (Associate Professors) (iii) Lecturers (Assistant Professors)	
9.	Student/Faculty ratio	
10	Qualification of the faculty (a) No. of faculty only with PG degree (b) No. of faculty with Ph.D (c) No. of faculty with M.Phil (d) No. of faculty with post doctoral qualification (other professional qualification)	
11.	No. and types of publication by the Department of Commerce (i) Magazine (ii) Newsletter (iii) Journal	
12.	Syllabus of B.Com. course (Below average, Average, Excellent) (thorough review of syllabus to be done)	
13.	Grading by UGC/NAAC to the : (a) University (b) Department	
14.	Facilities of Research – (Yes/No)	

15.	Total No. of research papers contributed by the faculty: (i) Published (a) National Journal (b) International Journal (ii) Presented but not published (a) National Seminar (b) International Seminar	
16.	Any other observation, if any	

Recommended for institution of ICSI Signature Award Yes

No

Date :

Place :

Time :

Name & Signature of the Representative of
the respective offices of the Institute)

Designation

FORMAT OT AGREEMENT TO BE ENTERED INTO BETWEEN THE ICSI REGIONAL COUNCIL/ CHAPTER AND THE UNIVERSITY ON NON-JUDICIAL 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 University) would create synergy between the university education and professional education to enhance the visibility of the profession of company secretaries among the academia.

1. The medal will be applicable only for full time courses.
2. The medal will be awarded to the student declared as University Topper at Graduate Level.
3. The gold-plated medal as per the specifications provided by the Institute will be arranged by the University or by the Institute and provided to the University (ceiling of Rs. 2000/- or actuals whichever is less) for distribution during Convocation or other ceremonies through the respective Regional Council/ Chapter of the Institute.
4. The University would extend formal invitations to the President, Vice President, Secretary of the Institute for the award ceremony / convocation every year well in advance before the said convocation/ceremony. After the ceremony, the University would send a report to the Institute through its Regional Council/ Chapter giving full details viz. Name of the Student, Marks Obtained by the Student, Copies of Mark Sheets, Pass Certificate, etc.
5. The Institute would be represented by President, Vice President, Secretary and/ or their representatives. The ICSI Signature Award will be handed over to the Toppers by the President, Vice President, Secretary of the Institute and/or their representative) unless there is specific requirements under protocol or convocation guidelines which demands such medals to be handed over by Chancellor / Vice Chancellor only.
6. The ICSI Signature Award will be awarded only to the Topper (One Medal) in the University examinations of _____ Course.
7. The Signature Award along with a certificate will be distributed annually in the Convocation of the University or any other appropriate function, preferably in the joint seminar with the ICSI if it is conducted in a particular year.

8. The top three students of the Universities and qualifications as covered under this Scheme will be eligible for full waiver of Registration Fee for Executive Programme Stage.
9. In case no student is eligible or the Signature Award cannot be distributed in a year the same should be made known to the Institute well in advance.
10. No award will be made unless there is a candidate of sufficient merit of a minimum score of 60%.
11. The awardee should not have been booked for any disciplinary action or and also no disciplinary case is pending against him/her.
12. The information about the distribution of Signature Award with the name and address of the recipient shall be sent to the Directorate of Student Services, The Institute of Company Secretaries of India, ICSI, C-36, Institutional Area, Sector – 62, NOIDA – 201 309 well in advance.

Termination of Agreement

The agreement for institution of ICSI Signature Award may be terminated by the ICSI or the University by giving a notice of three months.

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 the University	