

CS FOUNDATION COURSE BULLETIN



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

website : www.icsi.edu / www.icsi.in

ATTENTION STUDENTS!!

SCHEDULE OF FEES

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fee → 3600
EXECUTIVE PROGRAMME		
Registration Fee	1500	Total Fee → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fee → 7750 (For others)
Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)	750	
Foundation Pass Student	6500	Total Fees → 6500
PROFESSIONAL PROGRAMME		
Postal Tuition Fee	7500	
DE-NOVO REGISTRATION		
Registration <i>De-Novo</i> Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
EXTENSION OF REGISTRATION		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
EXAMINATION FEE		
Foundation Programme	875	
Executive Programme	900	(Per Module)
Professional Programme	750	(Per Module)
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	
For appearing from overseas Dubai Centre : Surcharge of US \$ 100 in addition to the applicable examination fees.		
OTHER FEES		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Issue of Duplicate Mark Sheet	50	
Issue of Transcript / certified copy of syllabus	100	
Verification of Marks Fee	100	(Per Subject)

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

In order to facilitate students with on-line education/study, the Institute has launched e-learning portal for the Company Secretaryship Foundation Programme and Executive Programme and it is being extended to Professional Programme. All students from rural, urban areas at national level and also from other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. Through virtual classroom, students will be able to interact live with the faculty. This will take the study of CS Programme virtually into the space age.

Undergoing e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

The following schemes are available for e-learning in Foundation Programme:

- **WBT (Web Based Training):** It is an innovative computer based approach to learning. The contents have been modified into well-crafted teaching systems. It has multimedia slides covering the entire study material.
- **VBT (Video Based Training):** It comprises of video lectures and is a replica of classroom training experience.
- **LVC (Live Virtual Classroom):** It provides broadcast of live lectures over the internet. In it students can directly interact with the faculty online.

There are the three following schemes for which students may apply for admission:

- **WBT**
- **Combo Offer which contains (WBT+VBT+LVC)**
- **Upgrade to VBT+LVC:** This option is available to WBT enrolled students. Students can upgrade from WBT to VBT+LVC at an additional fee.

The candidates can use the following modes of payment:

- (i) By a Credit card/Debit card or Netbanking or Cash Cards.
- (ii) By way of Cheque or Demand Draft drawn in favour of "GURUKULONLINE LEARNING SOLUTIONS PVT LTD" payable at Mumbai.
- (iii) By depositing the Cheque or Demand Draft directly in Axis Bank Account Number -004010202188010.
- (iv) By making of direct cash payment in ICICI Bank Account Number- 021105002028.

(For more information visit the website <http://elearning.icsi.edu>)

FROM THE SECRETARY & CEO'S DESK



Dear students,

The success embraces chosen ones. The ones who set their goals clearly, strategise, priorities and devise an action plan and pursue it with utmost diligence, commitment and dedication. Being focused is one of the prerequisites for achieving goals, and requires all your time and energy channelised in a focused manner.

One thing I would like to share with you that the time lost can not be recreated. So the time management should be upper most while prioritising. Similarly, youth have abundant energy and the right use of this energy is to channelise it in a constructive manner that is useful to self, the society and the nation. It is true as a person and the professional, as well.

Being student of foundation programme, you are at the doorsteps of a profession - the profession of Company Secretary, holding huge opportunities and promises to serve the nation by advising and guiding the companies to become good corporate citizens contributing to the nation building.

To achieve a goal as grand as it is, you have to plan, prioritize and strategise today. This will be achieved when you follow the words of wisdom by Swami Vivekananda "*Stand up, be bold, be strong. Take the whole responsibility on your own shoulders, and know that you are the creator of your own destiny. All the strength and succour you want are within yourselves.*"

So, dear students follow these words of wisdom and I am sure the success will embrace you as a chosen one.

Given below is some important information which would be useful to you as a student of the CS Foundation Course.

NEW SYLLABUS FOR FOUNDATION PROGRAMME

The Foundation Programme being the entry level to the Company Secretaryship Course and gateway to the profession of Company Secretaries, based on the feedback received from various stakeholders the Syllabus Review Committee has completed the formulation of detailed contents of the Foundation Programme. I am pleased to inform you that the Council of ICSI has approved the new syllabus for the Foundation Programme. Which has been implemented w.e.f. 1st February, 2012.

OMR BASED EXAMINATION FOR FOUNDATION PROGRAMME

Keeping in view the tech-savvy new generation and with a view to leverage the information technology, the Council of the Institute has decided to conduct Optical Mark Recognition (OMR) based Examination (Objective Type Multiple Choice Questions) for the Foundation Programme under the new Syllabus w.e.f. December, 2012 examination. The Council further decided that the students pursuing Foundation Programme under the existing syllabus would be given two attempts to complete the Foundation Programme. The students under existing syllabus may exercise their option to switch/ change over to new syllabus wherein no exemptions will be available against their performance in previous session(s) of examinations under existing syllabus. Further, the last examination for the Foundation Programme under the existing syllabus would be held in June, 2013 and from December, 2013 session onwards all students under the existing syllabus will automatically be switched over to OMR based examination without any exemption.

VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered up to November & December 2008 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

Those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if they so desire- by making an application in the prescribed Form "REG" together with the Foundation Programme admission fee of Rs. 3600/-. The prescribed form "REG" can be obtained either against cash payment of Rs. 50/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. The admission in Foundation Programme can also be taken through online services of institute at www.icsi.in

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation Programme examination held in June, 2011 and registered in Executive Programme up to and including **31st August, 2011** would be eligible to appear in both modules of the Executive Programme to be held in **June, 2012** and students who have taken registration in Executive Programme between **1st September 2011 to 30th November 2011** are eligible to write only one module in **June, 2012** examination of the Executive Programme subject to completion of postal/oral tuition, SIP and compulsory Computer Training Programme.

The blank application Form "REG" for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 70/- (including postage). The fee for seeking registration for Executive Programme is **Rs. 6500/-** payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Fee may be paid in cash also at the Institute's Noida office or its Regional Offices. The admission in Executive Programme can also be taken through online services of institute at www.icsi.in.

All the students passing the Foundation examination are advised to have their own copy of prospectus for the regular/main Programme viz. "Career in Company Secretaryship - A Hand Book" against cash payment of Rs. 300/- or by post by sending a crossed demand draft of Rs. 350/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Application Form "REG" is appended therein and students need not obtain it separately.

IDENTITY CARDS

Candidates admitted to the CS Foundation Programme are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. If the Identity Card already issued has been lost or mutilated, candidate should send a request for obtaining the duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee. Students may also download their on-line Identity Card through On-line services of institute at its student's portal www.icsi.in.

Should you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for duplicate Identity Card or for any other matter, the students should write their admission number and complete postal address with PIN code for prompt reply.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may therefore check up the computerised mailing address as printed on the "C.S. FOUNDATION COURSE BULLETIN". In case it does not carry or carry the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Students Services at dss@icsi.edu which will facilitate quick and economical communication from the Institute's side. The e-mail address may be sent in the following format:-

Name :
Admission No. :
E-Mail id :

UNIFORMITY IN SIGNATURES

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including:

- Identity Card
- Admission/Registration Form - 'REG'
- Examination Form - 'EXA'
- Attendance Sheet to be provided in the Examination Hall.

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Candidates provisionally admitted to the Foundation Programme are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. The candidates, who have already submitted their Senior Secondary Examination Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:

- Name :
- Details of Fee paid :
- Admission No. :
- Email Address :

Complete Postal Address with Pin code :

CANCELLATION OF PROVISIONAL ADMISSION

The Provisional admission of the students- who fail to submit within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of September - October 2011 have already been supplied the Study Material, Admission letters and Identity Cards. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact **Mr. Sohan Lal**, Director (Students Services) at the following address; "ICSI House" C-37, Sector- 62, NOIDA (U.P) - 201 309, without further delay and for all academic guidance students may write to **Dr. S K Dixit**, Director (Academics) at the Institute's address or may send e-mail to **sohan.lal@icsi.edu** and **sudhir.dixit@icsi.edu**. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

FACILITY OF POSTAL / ORAL COACHING

The Institute imparts compulsory postal tuition to all the students in all the stages of Company Secretaries course. In addition, the Institute has also authorized its Regional Offices and Chapters to conduct oral coaching classes, registration for which is optional and can be undergone in addition to compulsory postal tuition being provided by the Institute. You may get in touch with respective Regional Offices or Chapters Offices for details.

The Regional Councils / Chapters of the Institute are authorized to impart oral tuition independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students.

It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/ she has attended at least 75 percent of the classes held and has passed minimum one test out of two tests conducted for each subject.

The Institute has also authorized certain Colleges/Senior Secondary Schools and private Institutions - to impart Oral coaching Class for the students of the Institute. A list of such authorized OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute www.icsi.edu.

CHANGE OF ADDRESS

Change of address, if any, is to be intimated to the Institute by sending a separate communication in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student admission number, name and full postal address with city, state in capital letters. Alternatively students may also change their address instantly through online services of institute at www.icsi.in.

E - LEARNING (<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the students of Foundation Programme. Students admitted to CS Foundation Programme through out the country including rural and semi - urban areas as well as from other countries can avail this 24x7 hours online study facility as the portal has global reach.

To access the E-learning Portal of ICSI, the students may log on to <http://elearning.icsi.edu>.

24 HOURS CS HELPLINE

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course & Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu.

PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE

IMPORTANT

For all academic guidance students may write to **Dr. S K Dixit, Director (Academics)** and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact **Mr. Sohan Lal, Director (Student Services)**, at the Institute's address.

With best wishes to entire C.S. Students Community.

Yours sincerely,



(N.K. JAIN)

Date : 20-02-2012

Place: New Delhi

ACADEMIC GUIDANCE

AN INTRODUCTION TO IFRS¹

IFRS are now becoming the global financial reporting language. The importance of IFRS has grown significantly in the recent times. However the concept of IFRS is not new. Back in the year 1973, the professional accountancy bodies of developed economies such as USA, London, Germany, Japan, France etc. recognised the need to harmonize the accounting principles and standards followed by different countries and formed International Accounting Standards Committee (IASC). IASC is a not for profit corporation incorporated in USA and operates from London, UK. It took the responsibility of harmonizing accounting practices followed worldwide by issuing International Accounting Standards (IAS). These IAS were adopted by many multinational companies and endorsed by many countries as their own standards. Most of the nations adopted these international standards but modified them according to their situations and environment prevailing in their own country. With the passage of time several country level accounting principles emerged and there were many gaps between these local generally accepted accounting principles and the IAS. So, in the year 2001, international fraternity of accountants decided to revise the whole framework. In 2001, IASC was renamed as International Accounting Standards board (IASB).

The accounting standards issued by IASB are known as International Financial Reporting Standards (IFRS). IFRS is a set of international accounting standards stating how particular types of transactions and other events should be reported in financial statements. IFRS are nothing but principles-based standards, interpretations and the framework adopted by the International Accounting Standards Board (IASB). International Financial Reporting Standards comprise of:

- 9-International Financial Reporting Standards (IFRS)-standards issued after 2001 by IASB.
- 29-International Accounting Standards (IAS)-standards issued before 2001 by IASC which are still valid.
- 16-Interpretations issued by International Financial Reporting Interpretations Committee (IFRIC) after 2001.
- 11-Interpretations issued by Standing Interpretations Committee (SIC) before 2001.

However, in practice IFRS is interchangeably used to denote individual accounting standards issued by IASB as well as international accounting principles collectively. Following are some of the advantages of IFRS:

- It would facilitate increased comparability of financial information between companies operating in different countries.
- The financial reporting process would become more transparent.
- It would also permit international capital to flow more freely the standardization of accounting methodology will enable creditors to analyze businesses around the world using the same financial methods.
- It would give investors a better understanding to the financial statements and assess the investment opportunities in other countries.
- It would also benefit the accounting professionals as they will be able to sell their services in the different parts of the world.

All these benefits of IFRS have prompted many countries to pursue convergence of national accounting standards with IFRS. India has also decided to facilitate the convergence of the Indian accounting standards with IFRS and in this direction all existing accounting standards are being revised and converged with corresponding IAS/ IFRS. Convergence of entire world towards IFRS would benefit the corporate sector, investors, regulators and facilitate economic growth as a whole.

NORTHERN INDIA REGIONAL COUNCIL

**ICSI- Mother Teresa Institute of Management & V S Oral Tuition Centre
Foundation Programme (New Syllabus) Oral Coaching Classes for
Dec. 2012 Session.**

Oral Coaching Classes for Foundation Programme (Under New Syllabus) is likely to commence from 28th May, 2012 for Dec. 2012 session. Course Fee: Rs. 5000/- (To be deposited in PNB Branch in MTIM Centre Compound.) Registration is open on all working days between 9:00 A.M. and 5:00 P.M. Admission on First-Come-First-Served basis. *Subjects Under New Syllabus:* 1. Business Environment & Entrepreneurship 2. Business Management, Ethics & Communication 3. Business Economics 4. Fundamentals of Accounting & Auditing. Timings: 4.00 to 5.30 P.M. (Monday to Saturday). For further details, contact: Sh. J. K. Chawla, Mother Teresa Institute of Management & Vocational Studies, C-Block, Preet Vihar, Delhi-110092 # Phones: 22057200, 42420552, 42420553 Fax : 22509200 E-mail : mtim@vsnl.net

¹ Prepared by CS Nishita Singhal, Assistant Education Officer, The ICSI.

ATTENTION STUDENTS!!

**INTRODUCTION OF NEW SYLLABUS & PATTERN FOR FOUNDATION
PROGRAMME EXAMINATIONS FROM DECEMBER, 2012 SESSION**

We are pleased to inform you that the Institute has introduced new syllabus for the Foundation Programme w.e.f. 1st February, 2012.

The salient features of the new syllabus and the changed pattern of conducting the examinations for the same is summarized below :-

1. Effective date for New Syllabus

- (i) The new syllabus of Foundation Programme will be effective from 1st February, 2012.
- (ii) There are four subjects under the new syllabus viz.
 - Business Environment and Entrepreneurship;
 - Business Management, Ethics and Communication;
 - Business Economics;
 - Fundamentals of Accounting and Auditing.

2. New Pattern of Examination

Keeping in view the tech-savvy new generation and with a view to leverage the information technology, the Council of the Institute has decided to conduct Optical Mark Recognition (OMR) based Examination (Objective Type Multiple Choice Questions) for the Foundation Programme under the new syllabus.

3. First Examination

The examination under this new syllabus will be held from December 2012 session of CS examinations.

4. Eligibility for appearing in the Examinations

Students shall be eligible for appearing in Foundation Programme examinations under new syllabus on the basis of self study on completion of a minimum **period of 8 months** from the date of admission (excluding the month of admission and the month of examination). The requirement of coaching completion certificate has been discontinued and no suggested answers will be provided to students of Foundation Programme under new syllabus. The cut-off dates stipulated for submission of examination form and fee will remain the same.

5. Option to students under existing syllabus

- (i) Students who have registered prior to 1st February, 2012 (subject to the validity of their registration) will have option to continue with the existing syllabus till June, 2013 Session.
- (ii) From December, 2013 session, all students will be automatically switched over to the new syllabus.
- (iii) In other words, from December, 2012 to June, 2013 session of examination both syllabi (existing syllabus as well as new syllabus) will run parallel.

6. Switchover to new syllabus

- (i) Students under the existing syllabus may switch over to the new syllabus. They may exercise their option to switch over to the new syllabus while filling up the examination form for December, 2012 **OR** June, 2013 session and no other formal request is required to be sent to the Institute for the purpose.
- (ii) Students switching over to new syllabus will not have to pay any charges other than the cost of Study Materials under new syllabus, if any, to be purchased by them.
- (iii) Students of existing syllabus are NOT eligible for any paper-wise exemptions on switching over to the new syllabus and they will have to appear in all the papers under the new syllabus irrespective of their performance in previous sessions of examinations or any other qualifications.

7. Other features

- (i) Study material will have two test papers containing multiple questions, the key answers and the specimen OMR Sheet appended at the end of the study material for self study.
- (ii) Students registering for Foundation Programme under new syllabus will be eligible for exemption as per the existing system, e.g., a student securing 60% or above marks will be exempted to appear in the same paper in next attempts(3) under new syllabus.
- (iii) There will be no negative marking under OMR for Foundation Programme under new syllabus.
- (iv) The examination for Foundation Programme under new syllabus will be held in two days, each day having two sessions of two hours.

ICSI NOTIFICATION NO.1 OF 2012

Introduction of New Syllabus for the Foundation Programme of the Company Secretaryship Course

The Council of the Institute of Company Secretaries of India in exercise of the powers vested under clause (a) of sub-section (2) of Section 15 of the Company Secretaries Act, 1980, as amended by the Company Secretaries (Amendment) Act, 2006 has approved, on the recommendations of its Syllabus Review Committee, the detailed contents for the four papers of 100 marks each for Foundation Programme under the new syllabus.

2. The revised syllabus shall be applicable w.e.f. February 1, 2012.

2.1 The Council further decided the following:-

- i. The first examination for Foundation Programme under the new syllabus would be held from December, 2012 session under the Optical Mark Recognition (OMR) system.
 - ii. The students pursuing Foundation Programme under existing syllabus would be given option to change over to new syllabus without any exemption.
 - iii. Existing students would be provided two attempts to complete the Foundation Programme under the existing syllabus unless they switch-over to the new syllabus.
 - iv. The last examination for Foundation Programme under the existing syllabus would be held in June, 2013.
 - v. The students shall be eligible for appearing in examinations on the basis of self study. The requirement of coaching completion certificate shall be discontinued and no suggested answers would be provided to students of Foundation Programme under new syllabus.
 - vi. Study material shall have two test papers containing multiple questions, the key answers and the specimen OMR Sheet appended at the end of the study material for Foundation Programme, for self study.
 - vii. Students registering for Foundation Programme under new syllabus shall be provided exemption as in the existing system, e.g., a student securing 60% or above marks to be exempted to appear in the same paper in next attempts under new syllabus.
 - viii. There will be no negative marking under OMR based examination for Foundation Programme under new syllabus.
 - ix. The first examination for Foundation Programme under new syllabus shall be held in two days, each day having two sessions of two hours.
- 2.2 The detailed contents for each of the four papers of the Foundation Programme under the new syllabus as approved by the Council are as under:

COURSE CONTENTS FOR FOUNDATION PROGRAMME

PAPER : 1

BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Level of Knowledge: Basic knowledge

Objective: To give orientation about different forms of organizations, functions in organizations, business strategies and environment, along with an exposure to elements of business laws and entrepreneurship.

PART A:

BUSINESS ENVIRONMENT (30 MARKS)

1. Business Environment:

- Introduction and Features
- Concepts of Vision & Mission Statements
- Types of Environment:
 - Internal to the Enterprise
 - Value System, Management Structure and Nature, Human Resource, Company Image and Brand Value, Physical Assets, Facilities, Research & Development, Intangibles, Competitive Advantage
 - External to the Enterprise
 - Micro: Suppliers, Customers, Market Intermediaries
 - Macro: Demography, Natural, Legal & Political, Technological, Economy, Competition, Socio- cultural and International
 - Business Environment with reference to Global Integration

2. Forms of Business Organization

Concept and Features in relation to following business models:

- Sole Proprietorship

- Partnership
- Company
- Statutory Bodies and Corporations
- HUF and Family Business
- Cooperatives, Societies and Trusts
- Limited Liability Partnership
- Other Forms of Organizations

3. Scales of Business

- Micro, Small And Medium Enterprises
- Large Scale Enterprises and Public Enterprises
- MNCs

4. Emerging trends in business- Concepts, Advantages and Limitations

- Network Marketing
- Franchising
- Business Process Outsourcing (BPO)
- E-Commerce
- M-Commerce

5. Business Functions

- Strategic: Planning, Budgetary Control, R&D, Location of a Business, Factors affecting location, Decision Making and Government Policy
- Supply Chain: objectives, importance, limitations, steps, various production processes
- Finance: nature, scope, significance of financial management, financial planning (management decisions - sources of funds, investments of funds, distribution of profits)
- Marketing: concept, difference between marketing and selling, marketing mix, functions of marketing
- Human Resources: Nature, Objectives, Significance
- Services: Legal, Secretarial, Accounting, Administration, Information and Communication Technology

PART B:

BUSINESS LAWS (40 MARKS)

6. Introduction to Law

- Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases

7. Elements of Company Law

- Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-governance

8. Elements of Law relating to Partnership

- Nature of Partnership and Similar Organizations - Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners: New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and of the Partnership

9. Elements of Law relating to Contract

- Contract - Meaning; Essentials of a Valid Contract; Nature and Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency

10. Elements of Law relating to Sale of Goods

- Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of unpaid seller

11. Elements of Law relating to Negotiable Instruments

- Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument - Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments

PART C:

ENTREPRENEURSHIP (30 MARKS)

12. Entrepreneurship

- Introduction to Concept of Entrepreneurship, Traits of Entrepreneur, Entrepreneurship: who is an entrepreneur, why entrepreneurship
- Types of Entrepreneurs - idealist, optimizer, hard worker, sustainer, improver, advisor, superstar, artiste, visionary, analyst, fireball, juggler, hero, healer.
- Distinction Between Entrepreneur and Manager
- Entrepreneurship and Intrapreneurship: definition, features, examples and difference

13. Entrepreneurship - Creativity and Innovation

- Entrepreneurial Venture Initiation: Sensing Entrepreneurial Opportunities, Environment Scanning, Market Assessment
- Assessment of Business Opportunities: Identification of Entrepreneurial Opportunities, Selection of an Enterprise, Steps in setting up of an Enterprise
- Entrepreneurial Motivation: Meaning and concept, process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability, Mentoring and Planning Action Developing Effective Business Plan

14. Growth & Challenges of Entrepreneurial Venture

- Strategic planning for emerging venture: Entrepreneurial opportunities in contemporary business environment
- Financing the Entrepreneurial Business: Resource Assessment - Financial and Non - Financial, Fixed and Working Capital Requirement, Funds Flow, Sources and Means of Finance.
- Managing the Growing Business: Effecting Change, Modernization, Expansion, and Diversification.

PAPER : 2

BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

Level of Knowledge: Basic knowledge

Objective: To acquaint with the basic principles of management, ethics and communication techniques.

PART A:

BUSINESS MANAGEMENT (40 Marks)

1. Nature of Management and its Process

- Meaning, Objectives, Importance; Nature of Management- Science, Art Profession; Management Approaches; Management Functions- Planning, Organizing, Personnel Management, Directing and Control; Principles of Management- Fayol's and Taylor's Principles; Managerial Skills; Task and Responsibilities of Professional Manager

2. Planning

- Concept, Features, Importance, Limitations; Planning process; Types of Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget; Plan vs. Programme, Policies and Procedures; Decision-Making

3. Organisation

- Concept, Features, Importance, Limitations; Organizing Process; Types of Organisation; Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation

4. Human Resource Management

- Concept, Features, Importance, Limitations; Recruitment Process- Selection; Training and Development- Methods; Functions of Personnel Manager; Performance Appraisal

5. Direction and Co -ordination

- Direction: Concept, Features, Importance, Limitations; Elements of Direction: Elements of Directing - Supervision, Motivation, Leadership, Communication;
- Co-ordination: Concept, Features, Importance, Limitations; Types- Internal and External; Co-ordination- the Essence of Management

6. Controlling

- Concept, Features, Importance, Limitations; Control Process; Essentials of a Good Control System; Techniques of Control- Traditional and Non-Traditional Control Devices; Relationship between Planning and Controlling; Change Management

7. Recent Trends in Management

- Change Management
- Crisis Management
- Total Quality Management
- Risk Management
- Global Practices

PART B:

BUSINESS ETHICS (20 MARKS)

8. Business Ethics

- Genesis, Concepts, Elements, Ethics in Business
- Challenges of business ethics and corporate leadership
- Ethical principles in business - Indian perspective

PART C:

BUSINESS COMMUNICATION (40 Marks)

9. Business Communication

- Concept, Features, Importance, Limitations; Means of Communication- written, oral, visual, audio-visual
- Principles and Essentials of Business Communication
- Process of Communication
- Barriers to Communication

10. Essentials of Good English

Grammar and usage; enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt; punctuations, prefix and suffix; parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation. Latin, French and Roman words which are used in abbreviated form like "e.g., RSVP, viz. etc."

11. Business Correspondence

- Human Resource: Preparation of Resume, Job application, Drafting Of Interview Letters, Call Letters and Offer of Appointment, Provisional and Final Appointment Orders; Goodwill Messages, Condolence Letters
- Purchase: Requests for Quotations, Tenders, Samples and Drawings; Purchase Order, Order acceptance, Complaints and Follow-Up
- Sales: Drafting of Sales Letters, Circulars, Preparation of Sale Notes, Sales Reports, Sales Promotion Matters, Customers' correspondence - Regarding Dues, Follow up Letters
- Accounts: Correspondence with Various Agencies; Banks - Regarding Over-Drafts, Cash Credits and Account Current, Insurance Companies - Regarding Payment, Renewal of Insurance Premium, Claims and their Settlement
- Secretarial: Correspondence With Shareholders And Debenture-Holders Pertaining To Dividend And Interest, Transfer And Transmission, Stock Exchanges, Registrar Of Companies And Various Authorities Like Reserve Bank Of India, SEBI
- Introduction to Preparation of Agenda and Minutes for Meetings

12. Administration

- Drafting of Messages; Messages through Electronic Media; Public Notices and Invitations; Representations to Trade Associations, Chambers of Commerce and Public Authorities

13. Inter-departmental Communication

- Internal memos; Office Circulars; Office Orders; Office Notes; Representation to Chief Executive and Replies thereto; Communication with Regional/Branch Offices

14. Preparation of Press Releases

15. E Correspondence

PAPER 3:

BUSINESS ECONOMICS

Level of Knowledge: Basic knowledge

Objective: To familiarize the basic concepts and theories of economics, elementary statistics and mathematics.

PART A:

ECONOMICS (70 MARKS)

1. Nature and Scope of Economics

- Economics : Definition, Nature and Scope; Micro and Macro Economics; Positive and Normative Economics; Central Problems

of an Economy; Production Possibility Curve and Opportunity Cost; Working of Economic Systems (Capitalistic Economy, Socialistic Economy, Mixed Economy); Economic Cycles; Inflation and recession

2. Theory of Demand and Supply

- Utility Analysis - Total Utility and Marginal Utility; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; Consumers' Equilibrium; Law of Demand & Elasticity of Demand; Law of Supply & Elasticity of Supply; Demand and Supply Equilibrium; Theory of Consumer's Behaviour - Marshallian Approach and Indifference Curve Approach

3. Theory of Production, Costs and Revenue

- Meaning of Factors of Production; Returns to Factor and Returns to Scale; Cost Concepts and Cost Curves; Revenue Concepts and Revenue Curves; Producers' Equilibrium

4. Forms of Markets and its Equilibrium

- Forms of Markets - Meaning and Characteristics
- Price and Output Determination - Equilibrium for Firm and Industry under
 - Perfect Competition
 - Monopoly
 - Monopolistic Competition

5. Money and Banking

- Concept of Money - Its Functions; Quantity Theory of Money; Credit Creation
- Central Bank (Reserve Bank of India) - Role and Functions
- Commercial Banks - Role and Functions
- Monetary Policy in India

6. Basic Characteristics of Indian Economy

- Development Initiatives through Five Year Plans
- Agriculture
 - Causes of Low Productivity
 - Farm Size Productivity Debate
 - Land Reforms: Meaning, Importance and Evaluation
 - Green Revolution and Its Effects
 - Globalisation and Indian Agriculture
- Industry
 - Development Policies and Experience
 - Industrial Policy Resolutions
 - New Industrial Policy 1991

7. Selected Areas of Indian Economy

- Population - Its Size, Rate of Growth and Its Implication for Growth
- Poverty - Absolute and Relative Poverty and Main Programs for Poverty Alleviation
- Unemployment - Types, Causes and Incidence of Unemployment
- Infrastructure - Energy, Transportation, Communication, Health and Education

PART B:

ELEMENTARY STATISTICS (30 MARKS)

8. Statistics: An Overview

- Definition and Functions of Statistics; Statistical Techniques Commonly used in Business Activities; Law of Statistics; Limitations of Statistics

9. Collection and Presentation of Statistical Data

- Primary and Secondary Data; Classification and Tabulation of Data; Frequency Distribution of Data; Diagrams and Graphs

10. Measures of Central Tendency

- Mean
- Median
- Mode
- Standard Deviation

11. Mathematics of Finance

- Simple Interest
- Compound Interest
- Present Value & Future Value of an Annuity

12. Probability

- Sample Spaces, Events and Probability
- Set Theory: Union, Intersection, and Complement of Events
- Conditional Probability, Intersection, and Expected Value

- Random Variable, Probability Distribution, and Expectation

13. Index Numbers and Time Series Analysis

Familiarization with the Concepts Relating to Index Numbers and Time Series (Simple Numerical Problems)

PAPER 4:

FUNDAMENTALS OF ACCOUNTING AND AUDITING

Level of Knowledge: Basic knowledge

Objective: To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.

PART A:

FUNDAMENTALS OF ACCOUNTING (70 MARKS)

1. Theoretical Framework

- Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards - Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline - Valuation Principles, Accounting Estimates

2. Accounting Process

- Documents & Books of Accounts : Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance
- Capital and Revenue : Expenditures and Receipts; Contingent Assets and Contingent Liabilities
- Rectification of Errors

3. Bank Reconciliation Statement

- Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement

4. Depreciation Accounting

- Methods, computation and accounting treatment of depreciation; Change in depreciation methods

5. Preparation of Final Accounts for Sole Proprietors

- Preparation of Profit & Loss Account, Balance Sheet

6. Partnership Accounts

- Goodwill
 - Nature of and Factors Affecting Goodwill
 - Methods of Valuation : Average Profit, Super Profit and Capitalization Methods
 - Treatment of Goodwill
 - Final Accounts of Partnership Firms
 - Admission of a Partner
 - Retirement/Death of a Partner
 - Dissolution of a Partnership Firm

7. Introduction to Company Accounts

Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares

PART B:

FUNDAMENTALS OF AUDITING (30 MARKS)

8. Auditing

- Concepts and Objectives
- Principles of Auditing
- Types of Audit
- Evidence in Auditing
- Audit Programmes

9. Audits and Auditor's Reports

- Internal Audit
- Statutory Auditor : Appointment, Qualification, Rights and Duties
- Secretarial Audit: An overview
- Cost Audit: An overview
- Auditor's Report : Meanings, Contents, Types, Qualifications

By order of the Council

N.K. JAIN

Secretary & CEO

ERRATA

In the study material of **Paper 4: Fundamentals of Accounting and Auditing, Foundation Programme (New Syllabus)**, following inadvertent printing mistakes have occurred. Please take note of the corrections mentioned below. The error is regretted.

1. On page **188**, solution may be read as follows:
Working Notes:
Interest on P's Capital = ₹ $\frac{30,000 \times 6}{100}$
= ₹ 1,800
Interest on Q's Capital = ₹ $\frac{20,000 \times 6}{100}$
= ₹ 1,200
Total drawing by P = ₹ 200x12
= ₹ 2,400
Total drawings by Q = ₹ 450x12 = ₹ 5,400
Interests on P's drawings = ₹ $\frac{2,400 \times 11 \times 8}{2 \times 12 \times 100}$ = ₹ 88
Interest on Q's drawings = ₹ $\frac{5,400 \times 6 \times 8}{12 \times 100}$
= ₹ 216
2. On page **196**, following lines in the solution may be read as follows:
A loses = $\frac{5}{10} - \frac{1}{3} = \frac{15-10}{30} = \frac{5}{30}$
B gains = $\frac{1}{3} - \frac{3}{10} = \frac{10-9}{30} = \frac{1}{30}$
C gains = $\frac{1}{3} - \frac{2}{10} = \frac{10-6}{30} = \frac{4}{30}$
A will be credited with $\frac{5}{30} \times 45,000$ or ₹ 7,500 for goodwill
B will be debited with $\frac{1}{30} \times 45,000$ or ₹ 1,500 and
C will be debited with $\frac{4}{30} \times 45,000$ or ₹ 6,000.
3. On page **198**, part of Case 1, may be read as follows:
A's share = $\frac{4}{5} \times \frac{3}{5} = \frac{12}{25}$
B's share = $\frac{4}{5} \times \frac{2}{5} = \frac{8}{25}$
4. On page **204**, the sign of multiplication is missing in ₹ 50,000 × $\frac{1}{2}$ or ₹ 25,000 and ₹ 50,000 × $\frac{3}{10}$ or ₹ 15,000. The calculations in second para may be read as follows:
C's Share = $\frac{1}{5}$
Remaining share = $1 - \frac{1}{5} = \frac{4}{5}$
Combined capital of A and B = ₹ 32,000 + ₹ 18,000 = ₹ 50,000
Total Capital = $50,000 \times \frac{5}{4} = ₹ 62,500$
C's Capital = ₹ $62,500 \times \frac{1}{5} = ₹ 12,500$
If A and B are to share profits as to A 1/2 and B 3/10, then
A's Capital = ₹ $62,500 \times \frac{1}{2} = ₹ 31,250$
B's Capital = ₹ $63,500 \times \frac{3}{10} = ₹ 18,750$
5. On page **218**, in the example box given under 'calculation of Ratio of gain'
A's gain = $\frac{3}{5} - \frac{7}{15} = \frac{9-7}{15} = \frac{2}{15}$
C's gain = $\frac{2}{5} - \frac{3}{15} = \frac{6-3}{15} = \frac{3}{15}$
6. On page **226**, following lines may be read as under:
A's gain = $\frac{8}{15} - \frac{7}{15} = \frac{1}{15}$
B's gain = $\frac{7}{15} - \frac{5}{15} = \frac{2}{15}$
7. On page **229**, working notes may be read as under:
Anil's gain in profit = $\frac{5}{8} - \frac{4}{9} = \frac{45-32}{72} = \frac{13}{72}$
Cyril's gain in profit = $\frac{3}{8} - \frac{2}{9} = \frac{27-16}{72} = \frac{11}{72}$
Ratio of Gain = 13:11
Bashin's share or goodwill = ₹ 10,800 × $\frac{3}{9}$ or ₹ 3,600
Anil's will be debited with ₹ 3,600 × $\frac{13}{24}$ or ₹ 1,950, and
Cyril will be debited with ₹ 3,600 × $\frac{13}{24}$ or ₹ 1,650 for goodwill.
8. On page **232**, 4th paragraph of Death of a Partner the sign of multiplication is missing (₹ 18,000 × $\frac{3}{12} \times \frac{1}{3} = ₹ 1,500$)
9. In the solution to Illustration 18 on page **235**, following lines may be read as under:
Average Profit for four years = $\frac{6,000+7,500+9,000+9,500}{4} = ₹ 8,000$
Goodwill at $1\frac{1}{2}$ times = $8,000 \times 1\frac{1}{2} = ₹ 12,000$
10. On page **237**, following lines in solution to Illustration 19 may be read as under:
2 years' purchases of average profit = ₹ $\frac{91,800}{3} \times 2 = ₹ 61,200$
Sen's share = ₹ $61,200 \times \frac{4}{9} = ₹ 27,200$
Sen's share of profits for 3 months on the basis of profit for the year ended 31st March, 2011
= ₹ $36,000 \times \frac{4}{9} \times \frac{1}{4} = ₹ 4,000$
Sen's share in policy = ₹ $(18,500 + 6,000 - 10,000) \times \frac{4}{9} = ₹ 6,444$
11. On page **239**, last line of the working note may be read as under:
C's Share for 3 months = ₹ $70,000 \times \frac{1}{4} \times \frac{3}{12} = ₹ 4,375$
12. In the pages 359-387, the symbol of Rupee '₹' has been inadvertently printed as 'A'. **The 'A' wherever appearing before numerical figures on pages 359- 387 should be read as '₹'.**

EXAMINATION

1. DECEMBER, 2011 EXAMINATION RESULT

The result of Foundation Programme examination held in December, 2011 is scheduled to be declared at 11.00 A.M. on 25th February, 2012. The results alongwith individual candidate's subjectwise break-up of marks will be available on Institute's website: www.icsi.edu on 25th February, 2012 after 11.00 A.M. onwards.

In accordance with the decision taken by the Institute, the dispatch of Marks-sheets for Foundation Programme in physical form has been discontinued from June, 2011 session onwards. The details of marks will be available immediately after the declaration of results on the Institute's website. Formal E-Marks sheets will be uploaded on the student portal www.icsi.in which may be downloaded by the students for reference and records.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of The Company Secretaries Regulations, 1982, as in force, a candidate can seek 'Verification of Marks' in any subject(s) of December, 2011 examination within one month from the date of declaration of results. The application for verification of marks should be made by interested candidates on a plain paper, in candidate's own handwriting together with requisite fee @ Rs.100/- per subject within one month from the date of declaration of results, i.e., upto and including 26th March, 2012 (25th March, 2012 being Sunday). The application for seeking verification of marks should invariably include - (i) Name; (ii) Roll Number; (iii) Registration Number; (iv) Stage of examination; (v) Subject(s) in which verification of marks sought; (vi) Amount of fee paid @ Rs.100/- per subject by way of demand draft favouring 'The Institute of Company Secretaries of India', payable at New Delhi; (vii) Demand Draft Number, Date, Amount and Drawee's Bank; and (viii) Complete postal address of candidates with Phone/Mobile Number(s) and e-mail id(s). (Format of application will be available on the website of the Institute www.icsi.edu).

The application for verification of marks duly completed in all respects should reach on or before the last date, i.e., 26th March, 2012 (25th March being Sunday) addressed to The Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA - 201309 (U.P.). Candidates are advised not to club any other query/matter or remittance of fees along with his/her request for Verification of Marks to facilitate an early reply.

The response time to candidates' requests for verification of marks is normally 3-4 weeks from the date of receipt of their applications in the Examination Deptt. of the Institute. After completion of verification process, outcome of the verification of marks is hosted on the Institute's website: www.icsi.edu and the candidate concerned by entering his/her Roll No. or Student Registration Number can enquire about the status/outcome of his/her application. The candidates concerned are also individually informed about the outcome of their requests by post. However, if a candidate does not receive any communication by 10th May, 2012, he/she should write to the Joint Director (Exams.) giving relevant details - (i) his/her name; (ii) student registration number and Roll Number; (iii) stage of examination and module; (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its dispatch; (vi) amount of verification fee and mode of its remittance, viz., Bank Draft No., date of issue of Bank Draft, Name of drawee bank; (vii) complete postal address along with PIN Code; (viii) e-mail id; and (ix) Mobile/ Telephone Number.

3. HELP DESK FACILITY FOR STUDENTS' GENERAL QUERIES

Candidates should note that for queries/status relating to: (i) Admission/Registration to CS Course; (ii) Registration/Examination Forms and Fees; (iii) Dispatching of Study Material; (iv) Grant/Cancellation of Subject-wise exemption(s); (v) Non-receipt of registration letter, identity card, Roll No. (Admit Card) for appearing in the examination; (vi) Change of Examination Centre/Medium/Module/Group of Examinations; (vii) Financial Assistance under 'ICSI Student Education Fund Trust'; (viii) Coaching Completion Certificate/Response Sheets evaluation; and (ix) Computer Training Certificate; etc., they should contact the Students Services Deptt.'s concerned/ Helpdesk/Telephone No./e-mails. as per details published else-where in this issue.

4. JUNE, 2012 EXAMINATION

The next Foundation Programme examination will be held from Saturday, the 2nd June, 2012 to Tuesday, the 5th June, 2012. The examination will be held as per the Time Table & Programme given here under :

TIME TABLE & PROGRAMME (Foundation Programme)

Dates & Days	Morning Session (9.00 A.M. to 12.00 Noon)
02.06.2012 Saturday	English and Business Communication
03.06.2012 Sunday	Economics and Statistics
04.06.2012 Monday	Financial Accounting
05.06.2012 Tuesday	Elements of Business Laws and Management

GUIDELINES, RULES AND PROCEDURES FOR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOKS TO STUDENTS

- A student who wishes to obtain certified copies of his/her answer books of any subject(s) of a particular examination shall apply on the prescribed application form together with (a) requisite fee; and (b) self-attested photocopy of his/her Admit Card (Roll No.) or Student Identity Card so as to reach the Institute within 45 days from the date of declaration of the result.
- The application fee for supply of certified copy(ies) of answer book shall be Rs.100/- per subject(s)/answer book(s). The fee shall be paid through Demand Draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.
- The envelope containing student's Application Form, duly completed in all respect, together with the requisite fee and photocopies of the supporting documents, as mentioned in para 1 above, shall be superscribed "Application for Supply of Certified Copies of Answer Books" and sent to:

The Joint Director (Exams.)
The Institute of Company Secretaries of India
C-37, Institutional Area, Sector 62
NOIDA - 201 309.
- Application Form without requisite fee and supporting documents and complete particulars, as indicated above, shall not be entertained.
- Before supplying certified copy(ies) of answer books to a student on his/her request, if it is noticed that any sub-question/question of his/her answer book has inadvertently remained unevaluated or there is some posting or totaling error, the Institute would rectify such an omission and commission and communicate the revised marks/result to the student. However, it may be noted that re-valuation of answers is not permissible under Regulation 46(2).
- The certified copies of the answer books supplied to the student shall be for his/her exclusive personal reference and guidance.
- On receipt of certified copies of the answer books, the applicant student shall be the sole custodian of it and he/she shall not part with the custody/possession of the same and shall not use the same for any other purpose(s).
- If any error is discovered at any point of time as provided in para 5 above, the Institute shall have suo moto power to rectify the same.

Students of ICSI may avail following online services:

- Students can view the status of his / her registration application form already submitted for registration as student.
- Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, De-novo letter, Extension letter, Professional Programme enrolment letter etc.
- New Students can submit their online registration form for registration in Foundation / Executive Programme.
- Students who have passed both modules of Executive Programme, they can submit their enrolment form for admission in Professional Programme.
- Students can take printout of "e-Student Identity Card".
- Students can change their address, Mobile Number, e-mail ID etc. instantly.
- Students can submit the "On-line Examination Form" for appearing in institute's examination to be held in June / December.
- Students who have already submitted their examination form and subsequently they wish to apply for any change in Exam Centre / or Module / or Medium of examination, they can also submit such requests through on-line services.

STUDENT SERVICES

ALL INDIA MERIT LIST

LIST OF FIRST 25 TOP RANKERS WHO HAVE PASSED ALL PAPERS OF FOUNDATION PROGRAMME EXAMINATIONS WITHOUT EXEMPTION IN ANY PAPER, IN ONE SITTING, IN JUNE , 2011

EXAMINATION: FOUNDATION PROGRAMME

S. NO.	RANK	NAME OF THE CANDIDATE	ROLL NO	REGISTRATION NO	S. NO.	RANK	NAME OF THE CANDIDATE	ROLL NO	REGISTRATION NO
1	1	ADITYA ASHOK DAKH	23569	410377374/08/2010	62	18	JAY MAHVEER AGARWAL	24314	410387558/09/2010
2	2	YASH DABRIWAL	1264	110260030/08/2010	63	19	VIDISHA BHUPESH GANDHA	1293	110282024/09/2010
3	2	SWAPNA SARAH KURUVILA	20251	310198172/06/2010	64	19	SHIVAM SARAOGI	1400	110278431/09/2010
4	3	KRITIKA SONI	15046	210723197/09/2010	65	19	RAJIV KR PANDEY	2460	110278489/09/2010
5	3	UMANG NIRMAL KHETAN	22937	410372951/08/2010	66	19	SHEENA THUKRAL	9600	210696847/09/2010
6	4	KANIKA ARORA	6690	210669536/07/2010	67	19	MONA AGARWAL	11440	210687585/08/2010
7	5	SADIYA BAIG	21868	410392158/09/2010	68	19	ANEESH BANSAL	16649	210685353/08/2010
8	5	RAJ DHANPATRAJ MEHTA	22931	410395562/09/2010	69	19	ANKITA SHARMA	16664	2106205989/07/2010
9	6	SHREYANCE MODI	8509	210745213/09/2010	70	19	PRIYANKA BABULAL CHATURVEDI	23687	410367392/08/2010
10	7	ISHITA KHORASIA	1185	110274206/09/2010	71	19	DISHA BHAWNANI	25651	410402364/09/2010
11	7	SNEHA JAIN	2894	110259539/08/2010	72	19	SONAM AJIT SINGH	26661	410380529/09/2010
12	7	PRASHANT SURESH SHANBHAG	18271	310205049/08/2010	73	20	SHREYA AGARWAL	3472	110250447/04/2010
13	7	AKANKSHA SINGHAL	22137	410366009/06/2010	74	20	SWARNA AGARWAL	3720	110254794/07/2010
14	8	KRITIKA JAIN	1348	110268710/09/2010	75	20	AYUSH BANG	15214	210746464/09/2010
15	8	DEV DIWAKAR PATEL	21135	410395614/09/2010	76	20	VIJITA K NAMBOOTHIRI	20414	310205989/09/2010
16	8	KARISHMA SHIVHARI JALAN	23623	410327833/03/2010	77	20	MANSI SANDIPKUMAR MEHTA	20755	410345776/06/2010
17	9	SHIVANGI KABRA	11469	210730269/09/2010	78	20	JINAL JAYESH SHAH	24355	410353411/07/2010
18	9	MANSI SODHANI	12104	210712272/08/2010	79	20	PRIYANKA DEEPCHAND JAIN	24568	410344370/07/2010
19	9	MAHIMA ARORA	16531	210749901/09/2010	80	21	BARKHA BACHHUKA	1891	110254423/07/2010
20	9	PRACHI NIRMALCHANDRA VASAVADA	20771	410396491/09/2010	81	21	BHAVIKA KOGTA	4329	210762161/09/2010
21	10	AJAY AGARWAL	2456	110278410/09/2010	82	21	CHANDER PRAKASH	4346	210750158/09/2010
22	10	SONA BATRA	4080	210770435/09/2010	83	21	PALLAVI SAHNI	8514	210621849/04/2010
23	10	YOGESH KATARIYA	15311	210748064/09/2010	84	21	MANESH PARAKH	15497	210695401/09/2010
24	10	NUPUR BISHNOI	16277	210673538/07/2010	85	21	NIVEDITHA B	19147	310202776/07/2010
25	10	JANANI V	19066	310202165/07/2010	86	21	PAYAL ASHOK KUMAR BOTHRA	20966	410387180/08/2010
26	10	ANKUSH RAJENDRA PALIWAL	21057	410310328/01/2010	87	22	SHALINI NANDI	2418	110258591/08/2010
27	11	SAKSHI MEHRA	1389	110279609/09/2010	88	22	NEHA MITTAL	9604	210661472/07/2010
28	11	ANKIT KUMAR JAKHOTIYA	12553	210761582/09/2010	89	22	NITESH GOEL	10160	210694801/08/2010
29	12	PINKI GARG	973	110255681/08/2010	90	22	GIRISH SAINI	12307	210768007/09/2010
30	12	SHUBHAM AGARWAL	2843	110267644/09/2010	91	22	PALAK JAIN	17382	210699311/08/2010
31	12	NEHA GARG	5900	210733318/09/2010	92	22	NIVEDHAA MOHAN	18843	310213601/09/2010
32	12	RAMAN GUPTA	8020	210752762/09/2010	93	22	PRIYANKA DEVENDRA KHATRI	21193	410386206/08/2010
33	13	SHILPA GULANI	21895	410376271/08/2010	94	22	SUDIPTI SURANA	21869	410392184/09/2010
34	14	SHRADHA KHETAN	11768	210684809/07/2010	95	22	MAULIK ASHOK DOSHI	23965	410388751/09/2010
35	14	KHUSHBOO BANSAL	12944	210764431/09/2010	96	22	SNEHA ANANDKUMAR BHARATIA	26098	410375116/08/2010
36	15	ANKITA DUDHWEWALA	1892	110254444/05/2010	97	23	ANJALI JAIN	969	110255606/07/2010
37	15	VAIBHAV AGARWAL	6334	210692021/09/2010	98	23	PRIYANKA JAIN	1889	110254402/05/2010
38	15	VISHAKA BARDIA	12969	210589298/03/2010	99	23	NISHEET TAK	4307	210723320/09/2010
39	15	DHRITI JAIN	16648	210630669/03/2010	100	23	VIJAY BANSAL	12220	210691592/03/2010
40	15	NRUPESH DEVENKUMAR MACHCHHAR	21087	410389424/08/2010	101	23	VEDIKA GUPTA	12587	210731591/09/2010
41	15	KAITAV SHAILESH SHAH	23890	410395355/09/2010	102	23	SHWETA SAMBHAWANI	15440	210749842/09/2010
42	15	SNEHA SHRIPAD DHARMADHIKARI	26575	410397667/09/2010	103	23	POOJA GUPTA	16846	210651342/06/2010
43	16	SHIKHA NAREDI	991	110248268/06/2010	104	23	DIVYA SUKUMAR	19100	310210117/09/2010
44	16	ARPIT KUMAR KEDIA	1561	110255159/07/2010	105	23	ANUPAMA MAHENDAR	19138	310201163/07/2010
45	16	KAVITA SHARMA	1880	110252111/07/2010	106	23	PRIYANKA RAJORA	19840	310211641/09/2010
46	16	ADITI FATESARIA	2785	110272648/09/2010	107	23	SHEETAL RATANLAL AGARWAL	25461	410363395/07/2010
47	16	ARPIT GUPTA	9153	210689387/08/2010	108	23	NEHA ASHOK KUMAR AGARWAL	26214	410378005/09/2010
48	16	SHALU SARAF	12963	210588886/03/2010	109	24	RISHIKESH BAGRI	1377	110258499/08/2010
49	16	ANU GOEL	16874	210671231/08/2010	110	24	SANDESH C S K SURESH KUMAR	1391	110279698/09/2010
50	16	VARSHA	18396	310196880/03/2010	111	24	SWATI AGARWAL	2516	110238251/03/2010
51	16	INSIYA KHURSHID HUSSAIN MERCHANT	21775	410375179/08/2010	112	24	RISHABH MANTRI	4507	210647718/06/2010
52	16	YASH MAHESH MALNIKA	23575	410377496/09/2010	113	24	RUPALI BAKSHI	7210	210702774/09/2010
53	16	NEHA JOHN D SOUZA	24189	410362372/08/2010	114	24	SURBHI JAIN	11385	210623837/03/2010
54	17	MONIKA AGARWAL	970	110255611/07/2010	115	24	SAGAR GUPTA	17861	210577674/03/2010
55	17	SAKSHI GUPTA	2168	110259948/08/2010	116	24	JAYALAKSHMI K	18853	310196861/05/2010
56	17	SHALINI RATHI	4383	210705931/08/2010	117	24	INDHUMATHI K	19353	310215431/09/2010
57	17	CHARU NAGPAL	10892	210709018/08/2010	118	24	YASH PAREEK	21509	210673973/07/2010
58	17	RONAK JAIN	11568	210766050/09/2010	119	24	NIDHI JITENDRA SHAH	23013	410347106/06/2010
59	18	ASIF PRADHAN	1269	110272796/09/2010	120	24	UDAY RAVI KODURU	23565	410374603/09/2010
60	18	VISHAL TANWAR	2742	110263100/08/2010					
61	18	KASTURI RAVI PAWAR	21464	410352451/06/2010					

STUDENT SERVICES

121	24	AYUSHI SUSHIL BAGRI	23753	410363821/08/2010	134	25	SALONI SANGHI	11657	210765367/09/2010
122	24	SIDDHARTH SUNIL RUIA	23771	410372822/08/2010	135	25	ADITI BANTHIA	11991	210727051/08/2010
123	24	AKSHITA SHAILESH VORA	25643	410368230/08/2010	136	25	CHARU JAIN	12494	410378397/09/2010
124	25	TRUPTI MANEKLAL UPADHYAY	1308	110260227/08/2010	137	25	SRIKANT SAMTANI	16273	210673491/07/2010
125	25	RISHIKA KHOWALA	1527	110261483/09/2010	138	25	SHRUTI KHEMKA	17954	110258563/08/2010
126	25	AMAN AGARWAL	1552	110282656/09/2010	139	25	NIKITA KUMAR	19057	310205108/08/2010
127	25	RISHAV CHAMARIA	1713	110281574/09/2010	140	25	CHANDRA PRAKASH JHAWAR	19848	310187423/04/2010
128	25	PALLAVI ATTALANI	1746	110274986/09/2010	141	25	PRIYA MAHESHWARI	21072	410378891/09/2010
129	25	ABHISHEK SARAOGI	2081	110273676/09/2010	142	25	DIVYA MAHESHWARI	21974	410329407/03/2010
130	25	MUDIT JINDAL	5290	210621100/03/2010	143	25	AJANTA SAXENA	22132	410365888/06/2010
131	25	PRATIMA YADAV	5857	210709801/09/2010	144	25	SHREYA BHATNAGAR	23604	410363621/08/2010
132	25	BHUPINDER JIT KAUR	5946	210760815/09/2010	145	25	SAKSHI S KAPUR	23898	410372970/08/2010
133	25	SHUBHANGI VARSHNEY	10090	210663173/04/2010	146	25	JIMIT KANISH SHAH	24349	410394901/09/2010
					147	25	SHRISHTI NAROTTAM GADIA	26536	410351437/06/2010

RECORD RETENTION SCHEDULE FOR THE DIRECTORATE OF EXAMINATIONS, ICSI

SI No.	Description of Record Main Head/Sub-Head	Record Retention Period
1.	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46(2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month of the declaration of results of respective examination.	Upto 45 days of declaration of results of each examination concerned.
2.	Answer Books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982.	Upto 3 months from the date of declaration of the result of verification of marks to the candidates concerned.
3.	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court	Upto 3 months from the date of completion of the action or enquiry or dispute, as the case may be.
4.	Examination Sessionwise Results Registers	To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results.
5.	Statements of Payments made to Moderators, Paper Setter-cum-Examiners, Additional Examiners, Translators, etc. approved by the competent authority.	8 Financial Years.
6.	Attendance Sheets of candidates registered for/appeared in the examinations	1 Year or 2 Examination Sessions.
7.	Subjectwise individual Examiners Marks-Sheets	1 Year or 2 Examination Sessions.
8.	Examination sessionwise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, etc.	1 Year or 2 Examination Sessions.
9.	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, etc.	1 year.

LIST OF INSTITUTES EMPANELLED IN IMPARTING THE ORAL COACHING FACILITIES TO THE CS STUDENTS UNDER PUBLIC/PRIVATE PARTNERSHIP SCHEME

EASTERN INDIA REGIONAL COUNCIL		
S.No.	Name & Address of Empanelled Institutions.	Validity for CS Session of Exam
1.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004, Orissa	December '11 & June '12 Session of CS Examinations.
2.	The Director M/s Institute for Inspiration & Self Development, 1-B/200/1, Sector-III, Salt Lake City, Kolkata-700 106 Tel : 033-23352378 / 23352861	June 2012 and December 2012 Session of CS Examinations
3.	The Director M/s Ambedkar Institute of Higher Education, AIHE Campus H. No 21-B, Patliputra Golamber Patna-800 013 (Bihar)	June '11 & December '11 Session of CS Examinations.
4.	Saptarshi College, Back side of Sai Complex, Gandhi Nagar, Ist Lane-Extn. Berhampur, Ganjam (Odisha) M: 9238732929, 9238668062	June 2012 & December 2012 Session of CS Examinations
5.	Wisdom Institute of Professional Learning, 3/100C, C R Colony On Raja S C Mallick Road, Kolkata-32	December 2011 & June 2012 Session of CS Examinations

6.	M/s Gyan Bharati Institute of Higher Studies, [Unit Gyan Bharati Society], 64A, Nimtalia Ghat Street, Kolkata 700 006	June '11 and December '11 Session of CS Examinations
7.	Topper's Point AM-111, Ist Floor, Basanti Nagar Rourkela - 12 (Orissa)	June 2012 and December 2012 Session of CS Examinations
NORTHERN INDIA REGIONAL COUNCIL		
1.	M/S G.G.D.S.D. College Rajpur (Palampur), Distt. Kangra Himachal Pradesh	December 2011 and June 2012 Session of CS Examinations.
2.	M/s Springdale College of Management Studies, Madhotanda Road, Pilibhit-262 001 (U.P)	December '11 and June '12 Session of CS Examinations.
3.	M/s Sainath Commerce Classes C-20, Talwandi, Kota-324 005	December '11 and June '12 Session of CS Examinations.
4.	M/s Lucknow Commerce Academy S-72/17, Old 'C' Block Chauraha Rajajipuram (Nr. Lekhray Residence), Lucknow-226 017	December 2011 and June 2012 session of CS Examinations.
5.	The Director M/s i360, Staffing & Training Solutions Private Limited 46, First Floor, Karanpur Dehradun (U.P)	June '11 and December '11 Session of CS Examinations.

STUDENT SERVICES

6.	M/s. Institute of Systematic Studies in Commerce, Behind Maharaja Hotel, Station Road, Moradabad- 244001 (UP)	June' 12 and December' 12 Session of CS Examinations.	23.	Trinity College Dharamshala Road, Fatehabad 125050 (Haryana)	June 2012 and December 2012 session of CS Examinations
7.	The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, Hissar - [Haryana] Tel : 9812066937, 8059296630	December '11 and June'12 Session of C S Examination	24.	Vishesh Academy of Commerce DSS-33, Old Court Complex Near Fawara Chowk, Hisar (Hr.) M: 9813170795, 9215170795	June 2012 and December 2012 session of CS Examinations
8.	Director, M/s Advanced Commerce Study, 14 Amar Complex, Dwarka More, Uttam Nagar, New Delhi 110059 Mob N0: 9818301515	June`11 and December`11 Session of CS Examinations	25.	Institute of Management & Technology, Sector-87, Tigaon Rd. Nr. Sai Dham, Faridabad - 121002 Tel : 0129-2229185	June 2012 and December 2012 session of CS Examinations
9.	Director, M/s Govindam Business School, 514, Industrial Estate, Patparganj Delhi - 110092	June`11 and December`11 Session of CS Examinations	26.	Bhandari Classes 270/9, "Pokharna House" Hathi Bhata, Ajmer-305001 (Raj.) M: 09828505155, 0145-2600184	June 2012 and December 2012 session of CS Examinations
10.	M/S CS Academy, House No. 35, 8, Marla Colony, Jattal Road Panipat - [Haryana] M: 09896256123 / 09255289445	June 2012 and December 2012 Session of CS Examinations	27.	Pinnacle Academy 91A, Amritpuri, Opp : Iskon Temple East of Kailash, New Delhi-110065 M: 9818331830, 9891060540, 9810463007	June 2012 and December 2012 session of CS Examinations
11.	M/S Career Institute of Commerce & Accounts [CICA] A-781, Near I L & Indra Vihar Joint, Indra Vihar, Kota- 324005	June`11 and December`11 Session of CS Examinations	28.	Commerce Point, 1148, New Housing Board Colony, Panipat - 132103 (Haryana) M : 9896320328, 9467191327	June 2012 and December 2012 session of CS Examinations
12.	Mr Ajay Kumar Trivedi M/S Vedanta Commerce Academy C-28, Rajajipuram, Lucknow - 226017	June`11 and December`11 Session of CS Examinations	29.	Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida - 201306 M: 9999703599, 8800621117	December 2012 & June 2013 session of CS Examinations
13.	Director M/S Bharat Sir's Commerce Institute 7445, Durga Puri, Haibowal Kalan, Ludhiana [Pb], Tel : 0161-6577969/2486969, 9216867899	December`11 and June`2012 session of CS Examinations.	30.	Rudram Institute, Gangapur City, Dist : Sawai Madhopur (Rajasthan) M: 9602322241	December 2012 & June 2013 session of CS Examinations
14.	Director, M/S Academy for Professional Studies, Lucknow	December`11 and June`2012 session of CS Examinations.	WESTERN INDIA REGIONAL COUNCIL		
15.	NIAM Institute of Applied Management, 20/1, Old Sher Shah Suri Marg, Opp: Sector 37, Faridabad	December`11 and June`2012 session of CS Examinations	1.	M/s Career Classes 303, Shalimar Corporate Center 8, South Tukoganj Near Hotel Balwas, Indore (M.P)	December`11 and June`12 Session of CS Examinations.
16.	Mr Pramod Kumar M/S Hari Institute of Education and Training [HIET] House No 528 E, Opp Govt Agriculture Office, Sunder Nagar, Jaunpur 222002 [UP]	December`11 and June`2012 session of CS Examinations	2.	M/s Institute of Management Training & Research Artha Complex, 2nd Floor Near IMA House and Tapdiya Terrace, Off. Adalat Road Aurangabad-431 001 (M.S)	June`11 and December`11 Session of CS Examinations.
17.	Director, M/S Bharti School of Business Studies 9-N Model Town, Hisar [Harana]	December`11 and June`2012 session of CS Examinations	3.	M/s Madhu Jas Promotions Pvt. Ltd [Nahata Professional Academy] C-10, Poddar Plaza Patthar Godam Road, Behind Jabalpur Motors, New Siyaganj, Indore-452 001	June`11 and December`11 Session of CS Examination.
18.	Heritage Women's Polytechnic Krishna Colony, Nr. Railway Station, Railway Road, Palwal (Haryana)	December`11 and June`2012 session of CS Examinations	4.	M/s Tolani Commerce College P.O. Box No.27 Adipur (Kachchh) - 370 205	June 2011 and December 2011 Session of CS Examination.
19.	Shri Aatm Vallabh Jain Girls' College Hnauman Garh Road, Sri Ganganagar (Rajasthan)-335001	December`11 and June`2012 session of CS Examinations	5.	M/s AEC India Commerce (Lawork) 208-209, Gopal Madhav Extension Place, Above Shan Shoukat Shinde Ki Chhawani Gwalior-474 001 (M.P)	December 2011 and June 2012 Session of CS Examination.
20.	Sri Jain Post Graduate College Ram Ratan Kochar Circle Nokha Road, Gangashahr Bikaner (Rajasthan), Pin-334401	December`11 and June`2012 session of CS Examinations	6.	The Principal M/s D.M.'s College of Arts, Science & Commerce Assagao, Bardez, Goa-403 507	June`12 and December`12 Session of CS Examination.
21.	The VIT Computer Education & IIBA - The Institute of Industrial & Business Accountants, 7-103, Vinayk-A Complex, Nr. HDFC Bank, Durga Nursery Rd., Udaipur-313001	December`11 and June`2012 session of CS Examinations	7.	The Director, M/s Geetanjali Education Systems Pvt. Ltd. Geetanjali College of Computer Science & Commerce Indian Red Cross Building Suchak Road, Opp. Shastri Medan, Rajkot-360 001	June`2012 and December`12 session of CS Examinations.
22.	C S Launcher Bajaj Road, Near Taparia Bagichi Sikar - 332001 (Rajasthan)	June 2012 and December 2012 session of CS Examinations	8.	The Managing Director M/s Ideal Classes Private Limited 44/375, Unnat Nagar-II, Opp. Patkar College, S.V. Road, Goregaon (West) Mumbai-40062 Branch : Borivali (W)	June`11 and December`11 Session of CS Examinations.

STUDENT SERVICES

9.	The Director M/s. Lex4biz, 5, Rajnigandha, Tithal Road, Valsad-396001 (GJ)	June'11 and December'11 Session of CS Examinations.	3.	M/s Bright Academy of Excellence Baba Foundation, Plot No.46 Door No.102, Flat No.6,1st Floor, South West Boag Road, T. Nagar Chennai-600 017	December 2011 and June 2012 Session of CS Examination.
10.	The Director M/S Professional Excellence Academy Z-8, Behind Vijay Stambh, Nr. ICICI Bank, Zone-I, M.P. Nagar, Bhopal 462011 [MP], M: 9074622001	December '11 and June'12 Session of C S Examination	4.	M/s Prize Academy No.2, Teachers Colony (Off V.M. Street), Royapettah Chennai-600 014	December`11 and June`12 Session of CS Examination.
11.	The Director, Professoinal Academy of Competitive Execellence [PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December '11 and June'12 Session of C S Examination	5.	M/s Sree Saraswathi Thyagaraja College Palani Road, Thippampatti Coimbatore Distt., Pollachi-642107	December`11 and June`12 Session of CS Examination.
12.	Managing Director Arihant Institute Pvt Ltd., "Arihant House", 2, Navin Park Society, Nr. Municipal School, Sardar Patel Colony Road, Naran pura, Ahmedabad-380013	June`11 and December`11 Session of CS Examinations	6.	The Principal M/s National College Dindigul Road, Karumandapam Tiruchirappalli-620 001 (T.N)	June`11 and December`11 Session of CS Examinations.
13.	M/S Vrajesh Sir,s Academy of Commerce, 404/B, Swapneet-V Near H L Commerce College, Navrangpura, Ahmedabad-380009	June`11 and December`11 Session of CS Examinations	7.	The Principal M/s P.S.G.R. Krishnammal College For Women, Peelamedu, Coimbatore-641004	December`11 & June`12 Session of CS Examinations.
14.	Director M/S Dnyanoday Corporte Training Centre N-11, E-11/3, Mayur Nagar, Hudco Aurangabad 431136	June`11 and December`11 Session of CS Examinations	8.	The Director M/S Blue Dot Academy No.4, Balaji Avenue, Ist Street T. Nagar, Chennai - 600017	December`11 and June`12 session of C S examinations.
15.	HL Centre for Professional Education HL College Campus, University Road Navrangpura, Ahmedabad - 380009	December`11 and June`12 Session of CS Examinations.	9.	M/S Centre for Human Resources Development Thekkel, Mannarakkayam PO., Ponkunnam [via] Kanjirapally, Kottayam Dist., Kerala - 686506	December`11 and June`12 session of C S examination.
16.	S V P M's College of Commerce, Science & Computer Education Malegaon Bk. Tal_ Baramati Dist: Pune - 413115	December`11 and June`12 Session of CS Examinations.	10.	M/s Angel Auditor College, SF NO. 37, Marakkadai Street, Brindavan, Pudukottai - 622001	June`12 and December`12 Session of CS Examinations
17.	Global Classes C-31, Ravi Nagar, Near- Bhatiya Nursing Home Raja Talab, Raipur (Chattisgarh)	June 2012 and December 2012 session of CS Examinations	11.	Dr. Mohan Alva M/S Alva Education Foundation Alva's College. Sundari Anand Alva Campus Vidyagiri, Moodbidri Dakshina Kannada Dist, [Karnataka]	June`11 and December`11 Session of CS Examinations
18.	Aakanksha Professional Classes Nr. Azad Chowk, Sadar Bazar Rd. Raipur- 492001 (Chattisgarh) M: 9981145340; 9713788906	June 2012 and December 2012 session of CS Examinations	12.	Mr. K N Ramasamy, Director,-Academics, RR Academy NO.2, Noor Veerasamy Street, Off Vaalluvar Kottam High Road, Nungambakkam, Chennai-600034	June`11 and December`11 Session of CS Examinations
19.	RL's Professional Academy Office No. 9 & 10, Center Point Building, Kranti Chowk Aurangabad - 431001 M: 9595990044, Tel : 0240-2359901	June 2012 and December 2012 session of CS Examinations	13.	Principal M/S Kathir College of Engineering "Wisdom Tree", S.F NO. 812/1, Neelambur, Coimbtore 641062	June`11 and December`11 Session of CS Examinations
20.	Kanha Tutorials 747, Swarnam, besides old vineet Talkies, Opp: Gulmohar Sweets, Main Road Marhataal, Jabalpur-482002 (Madya Pradesh) M: 9827322811, Tel : 0761-4069546	June 2012 and December 2012 session of CS Examinations	14.	Director, PSG Institute of Management, Post Box No.1668, Avinashi Road, Peelamedu, Coimbatore 641004	June`11 and December`11 Session of CS Examinations
21.	Study Circle B 2 106, Greenland Society J B Nagar, Andheri (East) Mumbai - 59 Tel : 28272829 / 28262829	December 2012 and June 2013 session of CS Examinations	15.	Chief Executive M/S 3C, Computer Consulting Centre Manjathuruther Building, Good Shepherd Road, Kottayam-686001	December`11 and June`2012 Session of CS Examinations.
SOUTHERN INDIA REGIONAL COUNCIL					
1.	M/s Mohans Institute Sreyas, Chettiparambil Lane Thekkumbhagam,Tripunithura Ernakulam (Distt.), Kerala-682 301	December`11 and June`12 Session of CS Examinations.	16.	Angel Auditor College-Kovai 11/1, Nehru Nagar, Saravanampatti PO: Saravanampatti, Coimbatore - 641305 (Tamilnadu) Tel: 9751324644, 9659965205, 9842492067	June 2012 and December 2012 Session of CS Examinations
2.	President, M/s Dr. G.G. Shetty Educational Society ® Jnana Degula, 25/B-4 Near K.M.F., Dharwad-580 004 Tel :0836-2465327	June 2012 and December 2012 Session of CS Examination.	17.	Divine Education & Charitable Trust Gurukul Building, Gurukul Road Gurukul Nagar, Near- Munsif Court Karkala-574104 Udupi District (Karnatka) Tel : 08258-233757, 9964475417	June 2012 and December 2012 Session of CS Examinations
			18.	Singar Academy 52, III Floor, Salai Road, Worur Tiruchirappalli - 620 003	June 2012 and December 2012 Session of CS Examinations

IMPORTANT CONTACT NUMBERS OF DIRECTORATE OF STUDENT SERVICES

SI No.	Nature of Query	Telephone Numbers	E-mail IDs
1	Issue of study materials (Foundation & Executive)	(0120) 4522056	anju.gupta@icsi.edu
2	Registration Status of Foundation/Executive Programme	(0120) 4522061	ms.bhagawan@icsi.edu (for Foundation Programme) rajesh.sharma@icsi.edu (for Executive Programme)
3	De-novo/ Extensión / Professional Programme Enrolment, Study materials for Professional Programme	(0120) 4522072	archana.goel@icsi.edu
4	Paperwise Exemption	(0120) 4522074	s.hemamalini@icsi.edu
5	Non-receipt of Registration Letter/Identity Cards/Student Company Secretary Bulletin/E-mail Registration/Change of Address	(0120) 4522071	naveen.kumar@icsi.edu
6	Coaching Completion Certificates/ Suggested Answers and Response Sheets Status/Oral Tuition/Examiners (DPTS)	(0120) 4522074	sp.singh@icsi.edu
7	Compulsory Computer Training	(0120) 4522075	prem.lata@icsi.edu
8	Public Private Partnership Scheme	(0120) 4522083	ashvini.srivastava@icsi.edu
9	Issue of Admission Certificate for Examinations	(0120) 4522081 / 86	enroll@icsi.edu
10	Duplicate pass certificate of Final/Professional		
11	Transcript/Verification of Qualification (only for students)	(0120) 4522081	siyaram@icsi.edu

APPLICATION FORM FOR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOKS*(Before filling-up this form, please go through the Guidelines, Rules and Procedures)*

The Joint Director (Exams.)
The Institute of Company Secretaries of India
C - 37, Sector 62
Institutional Area
NOIDA - 201 309.

Dear Sir,

I, the undersigned, request you to supply me the certified copy(ies) of my answer books as per details given below :

1. Name of Student				
2. Student Regn. No.				
3. Complete Correspondence Address	_____ _____ _____ _____ PIN CODE : _____			
4. E-mail id				
5. Details about appearance in the subjects of examination for which copy(ies) of answer books is/are requested	Stage & Session of Exam.	Roll No.	Name of the Subject(s)	Marks Obtained
			_____	_____
			_____	_____
6. Details of fee remitted [(Application Fee @ ₹ 100/- per subject(s) / answer book(s)]	Demand Draft No.	Date	Name of the Issuing Bank	Amount (₹)

I have read the guidelines, rules and procedures and the same are acceptable to me.

I hereby undertake that I am a bonafide student of the Institute and the copy(ies) of answer book(s) applied for belong to me. For this purpose, I am enclosing self-attested photocopy of my Admit Card (Roll No.)*Student Identity Card issued to me by the Institute. In case, any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Yours faithfully,

Place: _____

(Signature)

Date: _____

Name: _____



**Exclusively for
COMPANY SECRETARYSHIP STUDENTS**



THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
in collaboration with
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Advantages :

- ◆ Cost effective learning
- ◆ Academic & Professional Qualification simultaneously
- ◆ Flexible distance learning
- ◆ Excellent Career Building opportunity

offers

B.COM.

*Bachelor of Commerce
with Major in Corporate Affairs and Administration*

M.COM.

*Master of Commerce
in Business Policy and Corporate Governance*

**Join Company Secretaryship Course and obtain B.Com. & M.Com. Degree
simultaneously after passing 4 papers each of Indra Gandhi National Open University**

Director

School of Management Studies

Indira Gandhi National Open University, Maidan Garhi
New Delhi 110 068

Phone : 011 - 29532073

Website : www.ignou.ac.in

For details contact :

Director

Directorate of Academics & Professional Development

The Institute of Company Secretaries of India

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003

Phone : 011-41504444, 45341000 Fax : 91-11-24626727

Email : info@icsi.edu; sudhir.dixit@icsi.edu; Website : www.icsi.edu

FOR PROMPT REPLY

Students are requested to quote their Registration Number in all correspondence for prompt reply.

Edited, printed and published by :
N.K. Jain for the Institute of
Company Secretaries of India,
'ICSI House', 22, Institutional Area,
Lodi Road, New Delhi-110003
Phones : 41504444, 45341000
Grams : 'Compsec'
Telex : 31-62164 ICSI in
Fax: 91-11-24626727
E-mail : info@icsi.edu
Website : <http://www.icsi.edu>
Printed at Brijbasi Art Press Ltd.,
E-46/11, Okhla Industrial Area,
Phase-II, New Delhi-110020
Ph. : 91-11-26386232,
Fax: 91-11-41707212