CS FOUNDATION COURSE
BULLETIN

ICSI

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

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
Foundation Examination Exemption Fee	500	(For commerce
Postal Tuition Fee for Executive Programme	5000	graduates)
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	Total Fee → 7750 (For others)
Foundation Pass Student	6500	Total Fees → 6500
PROFESSIONAL PROGRAMME		
Postal Tuition Fee	7500	
***DE-NOVO* REGISTRATION**		
Registration *De-Novo* 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

The best and safest thing is to keep a balance in your life, acknowledge the great powers around us and in us. If you can do that, and live that way, you are really a wise man.

— Euripides

Dear Students,

Today's students are tomorrow's leaders and to be a future leader, one should nurture the qualities of a leader, right from studentship. A student should have self discipline, self reliance, patience and courage. A good student is curious to know about what he does not know and is always ready to accept challenges.

In the present, dynamic environment where competition is the rule of the game, the peer pressure and the need to excel in every field is driving the students to extreme choices. While dealing with peer pressures to anxieties, aspirations, expectations, handling success and failure, all you require is to have positive thinking, and clarity of goals, i.e., what you want to achieve as a person and as a professional. Blurred thinking makes us blurred in our approach, and consequently we find ourselves in a blurred situation, where nothing is clear. In the process we lose sight of our goal, inviting more pressures and criticism.

You have immense power, what is needed is to channelize it in a constructive manner towards clearly pre-defined goal. Once you are able to do that you find clarity in your thinking, perception, approach and attainments.

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 your ICSI has approved the new syllabus for the Foundation Programme.

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. ***Detailed information in this regard is published elsewhere in this bulletin.***

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 January 2009 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 December 2011 and registered in Executive Programme up to and including 29th February 2012 would be eligible to appear in both modules of the Executive Programme to be held in December 2012 and students who will take registration in Executive Programme between 1st March 2012 to 31st May 2012 will be eligible to write only one module in December 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 *om.prakash@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 November - December 2011 have already been supplied the Study Material. 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 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.

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* and also published elsewhere in this bulletin.

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 on-line 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,

Yours sincerely,

(N.K. JAIN)

Place: New Delhi

ENGLISH AND BUSINESS COMMUNICATION

PHRASAL VERBS[1]

As the name suggests, it means a new word formed by the combination of a verb and an adverb or preposition. In simple words, these are usually two-word phrases consisting of verb and adverb or verb and preposition.

Phrasal verbs are an important part of English vocabulary and are very common in written and spoken language; therefore you must know their meaning and usage. In phrasal verbs, a verb may have one or more different meanings also.

Since they are huge in number, we have taken half of the list of phrasal verbs with their meaning and usage. The other half of the list will be published in the next bulletin. The list is given herein below:

Sl.No.	Verb	Meaning	Example
1	Add up to	Equal	I told Ravi that his purchases add up to Rs. 500
2	Back up	Reverse/ support	You'll have to back up your car so that I can get out. My mom backed me up over my decision to quit my job.
3	Blow up	Explode/ add air	The racing car blew up after it crashed into the fence. We had to blow 150 balloons up for the party.
4	Break down	Stop functioning (vehicle, machine)/get upset/divide into smaller parts	Our car broke down at the side of the highway. The woman broke down when the police told her that her son had died. Our teacher broke the final project down into three separate parts.
5	break into	enter forcibly	The firemen had to break into the room to rescue the children.
6	break in	interrupt	The TV station broke in to report the news of the president's death.
7	Break up	end a relationship/ start laughing (informal)	The kids just broke up as soon as the clown started talking.
8	Break out	escape	The prisoners broke out of jail when the guards weren't looking.
9	bring down	make unhappy	This sad music is bringing me down.
10	bring up	raise a child/ start talking about a subject	My grandparents brought me up after my parents died. My mother walks out of the room when my father brings up sports.
11	call around	phone many different places/ people	We called around but we weren't able to find the car part we needed.
12	call back	return a phone call	I called the company back but the offices were closed for the weekend.
13	call off	cancel	Ravi called the wedding off because of family issues.
14	calm down	relax after being angry	You are still mad. You need to calm down before you drive the car.
15	catch up	get to the same point as someone else	You'll have to run faster than that if you want to catch up with Marty.
16	check in	arrive and register at a hotel or airport	We will get the hotel keys when we check in.
17	check out	leave a hotel/ look at carefully, investigate	You have to check out of the hotel before 11:00 AM. The company checks out all new employees.
18	cheer up	become happier/ make happier	She cheered up when she heard the good news. I brought you some flowers to cheer you up.
19	chip in	help	If everyone chips in we can get the kitchen painted by noon.
20	come across	find unexpectedly	I came across these old photos when I was tidying the closet.
21	come forward	volunteer for a task or to give evidence	The woman came forward to support the cause of blood donation camp.
22	count on	rely on	I am counting on you to finish my work while I am out of the country.
23	cross out	draw a line through	Please cross out your old address and write your new one.
24	cut back on	consume less	My doctor wants me to cut back on sweets and fatty foods.
25	cut in	interrupt	Your father cut in while I was dancing with your uncle.
26	cut off	remove with something sharp/ stop providing/ take out of a will	The doctors cut off his leg because it was severely injured. The phone company cut off our phone because we didn't pay the bill. My friend's grandparents cut off his father when he remarried.
27	do over	do again	My teacher wanted me to do my work over because she didn't like my performance
28	do away with	discard	It's time to do away with all of these dresses since I am too fat to fit in again.
29	do up	fasten, close	Do your coat up before you go outside.
30	dress up	wear nice clothing	It's a fancy restaurant so we have to dress up.
31	drop in/by/ over	come without an appointment	I might drop in/by/over for tea sometime this week.
32	drop off	take someone/ something somewhere and leave them/it there	I have to drop my sister off at work before I come over.
33	drop out	quit a class, school etc	I dropped out of Science because it was too difficult.
34	eat out	eat at a restaurant	I don't feel like cooking tonight. Let's eat out.
35	end up	eventually reach/ do/decide	We ended up renting a movie instead of going to the theatre.
36	fall apart	break into pieces	My new dress fell apart in the washing machine.
37	fall out	separate from an interior/(of hair, teeth) become loose and unattached	The money must have fallen out of my pocket. His hair started to fall out when he was only 35.
38	figure something out	understand, find the answer	I need to figure out how to fit the piano and the bookshelf in this room.
39	find out	discover	We don't know where he lives. How can we find out?
40	get across/ over	communicate, make understandable	I tried to get my point across/over to the judge but she wouldn't listen.
41	get along/ on	like each other	I was surprised how well my wife and my mother got along/on.
42	get around	have mobility	My grandfather can get around fine in his new wheelchair.
43	get away	go on a vacation/ do without being noticed or punished	We worked so hard this year that we had to get away for a week. Rohit always gets away with cheating in his maths tests.
44	get back	Return/ receive something you had before	We got back from our vacation last week. Neeta finally got her Science notes back from her classmate.
45	get back at	retaliate, take revenge	My sister got back at me for stealing her shoes.
46	get back into	become interested in something again	I finally got back into my novel and finished it.
47	get on	step onto a vehicle	We're going to freeze out here if you don't let us get on the bus.

1. *Prepared by Shruti B. Gupta, Assistant Education Officer, The ICSI.*

48	get over	recover from an illness, loss, difficulty/ overcome a problem	I just got over the flu and now my sister has it. The company will have to close if it can't get over the new regulations.
49	get together	meet (usually for social reasons)	Let's get together for a meet this weekend.
50	get up	get out of bed	I got up early today to study for my exam.
51	give away	reveal hidden information about someone/ take the bride to the altar/ give something to someone for free	His wife gave him away to the police. My father gave me away at my wedding. The library was giving away old books on Friday.
52	give out	give to many people (usually at no cost)	They were giving out free perfume samples at the department store.
53	give up	quit a habit/ stop trying	I am giving up smoking as of January 1st. My maths homework was too difficult so I gave up
54	go after	follow someone/ try to achieve something	My brother tried to go after the thief in his car. I went after my dream and now I am a published writer.
55	go against	compete, oppose	We are going against the best soccer team in the city tonight.
56	go ahead	start, proceed	Please go ahead and eat before the food gets cold.
57	go back	return to a place	I have to go back home and get my lunch.
58	go over	Review/ visit someone nearby	Please go over your answers before you submit your test. I haven't seen Tina for a long time. I think I'll go over for an hour or two
59	go without	Suffer, lack or deprivation	When I was young, we went without winter boots.
60	grow apart	stop being friends over time	My best friend and I grew apart after she changed schools.
61	grow back	Re-grow	My roses grew back this summer.
62	grow up	become an adult	When Ram grows up he wants to be a doctor.
63	grow out of	get too big for	Nitu needs a new pair of shoes because she has grown out of her old ones.
64	hand down	give something used to someone else	I handed my old comic books down to my little cousin.
65	hand in	submit	I have to hand in my project by this Friday.
66	hand out	to distribute to a group of people	We will hand out the invitations at the door.
67	hand over	give (usually unwillingly)	The police asked the man to hand over his wallet and his weapons.
68	hang on	wait a short time (informal)	Hang on while I grab my coat and shoes!
69	hang out	spend time relaxing (informal)	Instead of going to the party we are just going to hang out at my place.
70	hang up	end a phone call	He didn't say goodbye before he hung up.
71	hold back	prevent from doing/going/ hide an emotion	I had to hold my dog back because there was a cat in the park. Rani held back her tears at his grandfather's funeral.
72	hold on	wait a short time/ hold firmly using your hands or arms	Please hold on while I transfer you to the Sales Department. Hold onto your hat because it's very windy outside.
73	hold up	rob	A man in a black mask held the bank up this morning.

ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

NEGOTIABLE INSTRUMENTS ACT, 1881[2]

Holder in Due Course

Meaning: According to section 9 of the Negotiable Instruments Act, 1881 -
"Holder in due course" means any person who for consideration became the possessor of a promissory note, bill of exchange or cheque if payable to bearer, or the payee or endorsee thereof, if payable to order, before the amount mentioned in it became payable, and without having sufficient cause to believe that any defect existed in the title of the person from whom he derived his title."

I. CONDITIONS FOR BECOMING HOLDER IN DUE COURSE

In order to be a holder in due course, a person must satisfy the following conditions:

(i) He must be the holder of the instrument.
(ii) He should have obtained the instrument for value or consideration.
(iii) He must have obtained the negotiable instrument before maturity.
(iv) The instrument should be complete and regular on the face of it.
(v) The holder should take the instrument in good faith.

II. CONDITIONS AGAINST BECOMING HOLDER IN DUE COURSE

A person would not be called to be a holder in due course if the transaction comes under any of the following heads:

(i) Notice of Defects

If, at the time the holder acquires his title as such, he has sufficient notice that a defect exists in the title of his transferor, he is not a holder in due course. Notice means knowledge of the facts or a suspicion that something is wrong combined with a willful disregard of the means of knowledge. Notice of defects may be either actual or constructive.

(ii) Irregular Endorsement

If a cheque is not indorsed in favour of the purchaser, he does not become holder in due course.

(iii) Forged Endorsement

It is an established rule that forgery conveys no title. Hence there can be no holder in due course under a forged endorsement.

III. RIGHTS AND PRIVILEGES OF HOLDER IN DUE COURSE

(i) Presumptions

The first privilege is that every holder is deemed prima facie to be a holder in due course. The burden of proving his title does not lie on him.

(ii) Fictitious Drawer or Payee [Section 42]

The acceptor of the bill of exchange drawn in a fictitious name cannot, as against the holder in due course, say that the other parties to the bill were fictitious.

(iii) Prior Defects [Section 58]

The party liable to pay an instrument cannot, as against a holder in due course, contend that he had lost the instrument or that it was obtained from him by means of an offence or fraud, or for an unlawful consideration.

(iv) Holder deriving title from holder in due course [Section 53]

A holder who receives an instrument from a holder in due course gets the rights of the holder in due course, even if he had knowledge of the prior defects, provided that he was not a party to them.

ADOPTION OF UNFAIR MEANS

While considering matters concerning conduct of Institute's December, 2011 examinations, the Examination Committee found the two examinees bearing (i) Roll No.51422 - Executive Programme (Regn. No.220913877/08/2010); and (ii) Roll No.46716 - Executive Programme (Regn. No.220666466/02/2009); guilty of adopting unfair means in the examinations. Accordingly, the Committee - (a) cancelled their results and appearance in their respective examinations held in December, 2011; and (b) they were also debarred from appearing in next session of examination, viz., June, 2012.

The Committee further observed that such an unbecoming behaviour was not befitting the aspirants intending to join the profession of 'Company Secretaryship' and, therefore, any such attempt to indulge in unfair practice by the examinee(s) shall be viewed seriously.

Sd/-
(N.K. Jain)
Secretary & CEO

2. *Prepared by Krishan Paul Dutt, Assistant Education Officer, The ICSI.*

EXAMINERS' OBSERVATIONS

EXAMINERS' OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES FOR FOUNDATION PROGRAMME IN DECEMBER 2011 EXAMINATION[3]

The December 2011 session of the Company Secretary Foundation Programme Examination was held from 26th December 2011 to 29th December, 2011. The marks obtained position of candidates for all papers of Foundation Programme has been compiled and given in Table 'A' hereunder for the information of the candidates. Though the marks obtained position showed good performance by the candidates in most of the papers, some candidates were not able to clear the examination due to various drawbacks in their answers. Therefore, it would be beneficial for those candidates to know the general weakness/drawbacks in their answers. Some common drawbacks based on the comments and observations noted by the examiners have been given paper-wise hereunder for information of the candidates so as to enable them to overcome their deficiencies and improve their performance in the forthcoming examination.

Table - A
Statement showing the marks obtained position of candidates in all the papers of Foundation Programme in December 2011 Examination

Subjects	Percentage of Candidates Secured		
	40 to 49 % marks	50 % to 59% marks	60 % and above marks
FOUNDAITON PROGRAMME			
1 English and Business Communication	12.07	30.77	42.22
2 Economics and Statistics	29.05	23.70	18.09
3 Financial Accounting	19.58	23.37	28.51
4 Elements of Business Laws and Management	26.01	31.04	22.40

1.   ENGLISH AND BUSINESS COMMUNICATION

The overall performance of the candidates in this paper was satisfactory. This paper is divided into two parts. Part A covers essay, précis writing and general grammar whereas Part B pertains more to letter writing. It was observed that the candidates exhibited poor presentation skills in précis writing and had reproduced the entire content from the précis. Lack in current affairs awareness was evident from the essay writing skills. It was also observed that candidates lacked in correct expression of the contents and subject matter.

The performance of the candidates in Question No.1 was average. The performance was average in essay writing where essays pertaining to women entrepreneurs and e- Banking were mostly attempted. The performance in Question No.1(b) on précis writing was poor where candidates mostly lifted sentences from the passage itself. The performance of candidates in Question No.2(a) on filling in the blank with appropriate answer was very good. In Question No.2(b), candidates were found to have attempted very well. The performance of the candidates in Question No.3(a) was average, as candidates were not able to distinguish between meanings of the words properly. The performance in part (b) and (c) was found to be poor. In Question No.4, the performance was good. Large number of candidates performed Question No.4(a) correctly. Most of the candidates attempted Question No.4(b), but performance was average. It was observed that in Question No.4(b), candidates chose to attempt letter writing than the other choice. The performance of the candidates was good in Question No. 5, though most of the candidates could not follow the formats correctly. In Question No.6, the performance of the candidates was average and drafting was not up to the mark.

3. *Compiled from Examiners' Report*

There is enough room for improving the score in this paper. The candidates are advised to pay attention to the basics of english language, spellings and grammar. Candidates should thoroughly read the Study Material, Suggested and Guideline Answers to follow and learn different letter formats and other formats like telegrams, tenders, memos, orders etc. They should read the requirements of the question very carefully and answer logically. Candidates should also incorporate commercial and economic dailies and journals in their reading. They are advised to go through the dictionary on a daily basis and practice précis writing regularly.

2.   ECONOMICS AND STATISTICS

The overall performance of the candidates appearing in December 2011 examination was found to be above average. It was observed that the candidates were able to correctly answer questions with objective answers but lacked conceptual knowledge in detailed questions. It was also observed that candidates did not read the instructions properly, therefore ended up attempting all questions instead of required six. This led to decline in quality of answers because of improper time management. With regard to presentation, it was found that questions were not attempted in sequence, even sub part of questions were attempted in different questions which seems to have created a lot of confusion in evaluation. Besides, quality of answers was not found up to mark. Illustrating question in Part-A with the help of diagrams wherever possible would have added to the score. There was immense scope to score in numerical questions but candidates failed to avoid careless mistakes which prevented them from securing full score in these questions.

In Part A : Question No.1(a) based on true and false statements, majority of the candidates were able to mention correct answer but they were not able to state the correct explanation/reason in support of their answers. Question No.1(b) was very well attempted. Question No.2(a) was attempted by majority candidates but answers were not given to the point . Question No.2(b), the performance was found to be average except few candidates who filled irrelevant words. Question No.3 and 4 were not attempted properly. Candidates answered in a very general manner indicating that the subject matter was not read thoroughly. In Part B : In Question No.5(a), candidates fairly performed well in appropriately mentioning the reason to support their answers. Question No.5(b) seemed to be the most popular question which was found to be attempted almost correct by majority of the candidates. Question No.6 was attempted in similar manner as Question No.2. Distinction was not clearly made and fills ups were poorly attempted. Question No.7 was averagely attempted. However in Question No.7(iv), the diagram was not drawn clearly on the graph sheet. Question No.8, being numerical question created lot of confusion among candidates who attempted this question. Many candidates left this question in choice. Question No.8(a) and (b) were fairly attempted while part (c) was poorly attempted.

There is enough scope for candidates to improve their performance by emphasizing on conceptual clarity, in depth knowledge of subject matter and presentation. Practicing diagrams and practical problem would be helpful for attempting questions well and in time. Further, it is also advised to write complete sentences in questions based on fill ups. Candidates should also read recommended reference books for better understanding. Properly reading the question paper would also add to the score. It is also advisable to attempt all the parts to a question at one place and start new question on fresh page.

3.   FINANCIAL ACCOUNTING

Performance of the candidates was satisfactory in this paper though the candidates could have scored much better if they had attempted the questions more accurately. This paper requires thorough knowledge and conceptual understanding besides regular practice of practical problems from text books and suggested readings.

In Question No.1(a) candidates could not explain basic concepts of accountancy like accounting policies, accrual system of accounting and capital and revenue receipts clearly. In Part (b) most candidates failed to give logical reasoning for their answers. Conceptual clarity was missing in most of the answers. Moreover, candidates have written lengthy and vague

answers to this question. In Question No.2 part (b) candidates are suggested to write differences; point wise and focus on the presentation. Candidates should differentiate the concept in details instead of writing definitions only. Performance was good in part (a) of Question No.3 being multiple choice questions. In part (b) explanations were average. It is expected to explain statements providing proper logical reasoning. Performance was below average in both the parts of Question No.4. In part (a) candidates were required to prepare amended cash book before preparing bank reconciliation statement. Most of the candidates could not answer this question correctly. Part (b) was practical problem related to rectification of entries in the next accounting period. Most candidates were not aware of correct journal entries. The overall performance was very poor in Question No.5. Candidates could not prepare profit and loss adjustment account and calculate opening and closing capital balances. Question No.6(b) was related to insurance claim loss of profit policy. Very few could solve it correctly because of lack of conceptual understanding. In Question No.7, performance of the candidates was satisfactory. Only few candidates attempted Question No.8(a). Performance was not satisfactory as candidates were not well-versed with annuity method of depreciation accounting. This shows lack of practice and negligence by the candidates.

Candidates are advised to take examination seriously and pay proper attention to all the topics in the syllabus. The candidates should understand the basic concepts clearly to solve practical questions correctly. For theory questions it is important to express answers in definite and precise manner. It is also advised to candidates to start every practical question from a new page. The importance of clearly presenting answers, using proper formats while solving practical problems, writing figures and amounts clearly in good handwriting is tremendous in fetching good marks.

4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

The performance of the candidates in this paper was satisfactory. This paper is divided into two parts: Part-A and Part-B. Part A deals with Business Laws, whereas Part B deals with Management. It was observed that the candidates performed better in Part A as compared to Part B. At the same time, candidates were found to be lacking in knowledge about the legal provisions, conceptual clarity and presentation.

Question No.1 being compulsory, was attempted by all and the performance of the candidates was also good. However, while attempting fill-in the blanks in part (b), some candidates displayed lack of clarity of thought. The performance of the candidates in Question No. 2 was average. Many candidates could not bring out proper distinction between 'void agreement' and 'illegal agreement' and 'offer' and 'an invitation to offer'. Question No.3 was attempted in a satisfactory manner by the candidates. However, part (ii) of Question No.3 relating to Negotiable Instruments Act was attempted by very few candidates and even those who attempted were unable to mention relevant legal provisions. Only a handful of candidates attempted Question No.4 and even those who attempted, their performance was poor. Question No.5 being compulsory was well attempted and the performance of the candidates was also good. However, performance in part (b) relating to fill-in the blanks was not up to the mark. The performance in Question No.6 was average. However, some candidates were not able to distinguish between 'cooperation' and 'coordination' properly in part (iv) of the question. In Question No. 7, performance was not found to be satisfactory. Many candidates could not explain 'matrix organization' and 'resistance to change' in part (i) and (iv) of the question. The performance in Question No.8 was average. Many candidates wrote general answers.

The candidates are advised to prepare seriously for the examination as hard work is the key to scoring good marks. They should read the question paper thoroughly and follow the instructions given therein. Further, the candidates should have thorough knowledge about the legal provisions as well as the fundamental concepts of management as propounded by various experts. They should consult Guideline and Suggested Answers of the Institute to understand as to how answers are to be written to the questions. Quote relevant legal provisions wherever necessary and write legibly. Read 'Chartered Secretary' and 'Student Company Secretary' and CS Foundation Course bulletin to update your knowledge on the subject.

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.

EXAMINATION

1. DECLARATION OF FOUNDATION PROGRAMME, DECEMBER, 2011 EXAMINATION RESULT

The result of Foundation Programme, examination held in December, 2011 was declared at 11.00 A.M. on 25th February, 2012. The results alongwith individual candidate's subjectwise break-up of marks were made available on Institute's Website www.icsi.edu on 25th February, 2012 after 11.00 A.M. onwards.

2. ISSUING OF MARKS-SHEETS

In accordance with the decision taken by the Institute, the despatch of Result-cum-Marks-Statements for Foundation Programme and Executive Programme examinations in physical form has been discontinued from June, 2011 session onwards. Formal E-Result-cum-Marks Statements for December, 2011 examinations was uploaded on the student portal **www.icsi.in** which may be downloaded by the students for their reference and records.

3. NEXT FOUNDATION EXAMINATION IN JUNE 2012

Next Foundation Programme Examination will be held from Saturday, the 2nd June 2012 to Tuesday, the 5th June, 2012 at 79 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ajmer, 4. Allahabad, 5. Ambala, 6. Aurangabad, 7. Bangalore, 8. Bareilly, 9. Bhilwara, 10. Bhopal, 11. Bhubaneswar, 12, Bikaner, 13. Calicut, 14. Chandigarh, 15. Chennai (West), 16. Chennai (South), 17. Coimbatore, 18. Dehradun, 19. Delhi (East), 20. Delhi (North), 21. Delhi (South), 22. Delhi (West), 23. Dhanbad 24. Ernakulam, 25. Faridabad, 26. Ghaziabad, 27. Gurgaon, 28. Guwahati, 29. Hubli-Dharwad 30. Hyderabad, 31. Indore, 32. Jabalpur, 33. Jaipur, 34. Jammu, 35. Jamshedpur, 36. Jodhpur, 37. Kanpur, 38. Kolhapur, 39. Kolkata (North), 40. Kolkata (South), 41. Kota 42 Kottayam 43. Lucknow, 44. Ludhiana, 45. Madurai, 46. Mangalore, 47. Meerut, 48. Mumbai (CG), 49. Mumbai (GTK), 50. Mumbai (JOG), 51. Mysore, 52. Nagpur, 53. Nasik, 54. Navi Mumbai 55. Noida, 56. Panaji, 57. Patna, 58. Puducherry, 59. Pune, 60. Raipur, 61. Rajkot, 62. Ranchi, 63. Salem, 64. Shimla, 65. Siliguri 66. Sonepat 67. Srinagar 68. Surat, 69. Thane, 70. Thiruvananthapuram, 71. Thrissur, 72. Tiruchirapalli, 73. Udaipur, 74. Vadodara, 75. Varanasi, 76. Vijayawada, 77. Visakhapatnam, 78. Yamuna Nagar (Haryana) and 79. *Overseas Centre - at Dubai* as per the Time-Table and Programme given below:

TIME TABLE & PROGRAMME
(Foundation Programme - June, 2012)

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

NOTE:

1. *The Institute reserves the right to withdraw any centre and/or allot any other examination venue in the cities having multiple examination venues, if circumstances may warrant, at any point of time without assigning any reason.*

2. *Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.*

4. USE OF CALCULATORS IN EXAMINATIONS

Candidates are allowed to bring and use their own battery operated, noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students is forbidden in the examination hall.

5. BAN ON USE OF MOBILE PHONE IN AND AROUND EXAMINATION CENTRE PREMISES

Candidates are banned from carrying with them mobile phones, pagers, any other communication device(s), books, printed or hand written materials, costly items, etc., inside the Examination Centre premises. Candidates are, therefore, warned and advised, in their own interest, not to carry any such banned items to the Examination Centre premises.

Candidates carrying with them banned item(s) may not be allowed to enter in the examination centre premises. Any candidate, found in possession of such banned items in the examination hall/room shall liable for willful violation of instructions to examinees and shall tantamount to misconduct under Regulation 27 of the Company Secretaries Regulations, 1982, as in force.

However, the Institute or Examination Centre authorities shall not in any way be responsible for arranging safe keeping and/or loss/damage of such items nor entertain any complaint correspondence in this regard.

6. HINDI AS OPTIONAL MEDIUM FOR WRITING THE EXAMINATIONS

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation Programme examination *(except 'English and Business Communication' paper)* on the following conditions:

(i) the *'English and Business Communication' paper* is required to be compulsorily answered in English only, and the option of medium for writing the examination must be exercised each time for appearing in the examination for all remaining papers [and not for any individual paper(s)] in the enrolment application form.

(ii) option for medium for writing the examination once exercised is irrevocable for that particular session of examination;

(iii) answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;

(iv) candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation Programme Examination will be provided Question Papers printed both in English and Hindi *(except for 'English and Business Communication' paper which will be printed/required to be answered in English only);*

(v) if a candidate writes his/her answers in Hindi Medium without exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;

(vi) candidates opting Hindi Medium for the examination must darken the relevant circle against *HINDI* on cover page of *Answer Book No.1; and Answer Book No.1B as the case may be; and*

(vii) candidates opting Hindi Medium for examination may write answers to practical questions, headings, quotations, technical and legal terms, sections, rules, etc., in English, if they so desire.

7. INTRODUCTION OF OMR BASED COVER PAGE OF ANSWER BOOKS

The Institute has introduced Optical Mark Reader (OMR) based cover page for the Answer Books effective from December, 2011 examination onwards. Detailed Instructions with regard to use of OMR based Answer Books are given in the "Instructions to Examinees" appended with the Admission Certificates. However, attention of the candidates are especially invited to the following for necessary compliance :

(i) Candidates should write their Roll Number both in words and figures in the allotted space at the top of the cover page and darken the appropriate circles in the OMR portion corresponding to their Roll Number at right hand corner of the cover page of main Answer Book **with Blue/Black ball point pen only.**

(ii) Candidates must ensure that before signing the attendance sheet on each day of the examination, they remove the roll no. bar code sticker of that particular paper from the attendance sheet corresponding the date of examination and affix the same on the cover page of the answer book at the appropriate space.

(iii) Candidates should sign on the cover page of the answer book at the space provided for.

(iv) Candidates should write the date of examination, stage of examination and the name of the subject, etc., accurately in the relevant space provided in upper portion of the cover page of the answer sheet.

(v) The relevant circle for medium of writing, i.e., English or Hindi must be darkened.

(vi) Candidates must put a cross mark (X) in the box provided on the cover page against the respective question number attempted by them.

(vii) Candidates should indicate the number of additional answer books used by them in the space provided on the cover page of the main answer book.

(viii) Candidates should not write their name, roll number or any other distinctive marks in any part of the answer books including the additional answer book which may lead to disclosure of personal identity of candidate and the same shall tentamount to resorting to "Unfair Means" and may entail stern disciplinary action;

(ix) It must be ensured that the information provided on the OMR based Cover Sheet of the Answer Book is accurate as the same is to be read by a machine for result processing activities. Furnishing of any wrong information can adversely affect your result, for which the Institute shall not be responsible in any manner.

NOTE : BEFORE WRITING THE PARTICULARS ON THE COVER PAGE OF THE ANSWER BOOK, CANDIDATES ARE ADVISED TO GO THROUGH THE 'IMPORTANT INSTRUCTIONS TO CANDIDATES GIVEN AT THE INSIDE COVER PAGE (PAGE NO.2) OF THE ANSWER BOOK.

8. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in June, 2012 examinations are advised to carefully read and observe the "Instructions to Examinees" printed on the Admission Certificate (Roll Number) and enclosures thereto; on the Question Papers, and also on Answer Books. However, attention of candidates is especially invited to the following important instructions:

(i) Immediately, after taking print-out of the Admission Certificate from the website of the Institute, every candidate is advised to verify all the facts mentioned in his/her Admission Certificate, i.e., Name, Registration Number, Address, Stage and Module of Examination, for which he/she is being enrolled, Particulars of Examination Venue, Details of Paperwise exemption granted, etc. In case of any discrepancy, the same may please brought to the Notice of the Institute immediately through e-mail **enroll@icsi.edu;** Telephone Number(s) 0120-4522081-82 and/or by Speed Post communication addressed to The Director (Students Services), The Institute of Company Secretaries of India, C-37, Sector 62, NOIDA - 201 309 for necessary rectification well in time before the commencement of the examination.

(ii) candidates are required to bring daily to the Examination Hall their Admission Certificate and Student Identity Card failing which they would not be allowed admission to the Examination Hall and/or to appear in the examination;

(iii) candidates will be allowed to enter into the Examination Hall 15 minutes before the time specified for the commencement of each examination and occupy their allotted seats in the examination hall. No candidate shall be allowed to enter into the examination hall after the expiry of half-an-hour of the commencement of examination.

(iv) candidates must attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first upto the required numbers will be valued and awarded marks and the subsequent questions answered shall be ignored;

(v) questions requiring preparation of diagram/graph or making précis should be attempted only on Graph/Précis sheets appended as last page to the Answer Book wherever required. Candidates should not write their name, roll number, etc., on the Graph/Précis Sheets and additional Answer Book No.2;

(vi) each question should start on a fresh page and all sub-questions related to that questions must be attempted consecutively;

(vii) while attempting a fresh question/sub-question, candidates should distinctly mention respective question number/sub-question number against the answer in bold capital letters and underline the same, [(e.g. ANS. TO Q. NO. 3(a) or 3(a) (i), as the case may be] on the left-hand side margin of the answer book. Simultaneously, candidates must put a cross mark (X) at the space provided on the cover page of

the main answer book against the respective question number attempted by them.

(viii) candidates must not, for any reason whatsoever, tear out any page(s) from the answer book or leave any blank page or unused space in between the pages of answer book(s). If a candidate uses additional answer book, he/she should, indicate on the cover page of main answer book, the total number of additional answer books used by him/her. Candidates are forbidden to write invocation to God, appeal to examiner, or any other irrelevant matter in the answer books;

(ix) candidates are expected to write to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/Rules quoting case laws, etc., in support of the answers wherever applicable. Illegible and bad hand-writing will be penalised;

(x) no candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of examination timing; (iii) without signing the attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty;

(xi) a few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff, candidates must re-check and ensure that they have filled up relevant particulars on the cover page of Answer Book Nos. 1, 1-B and 1-C, as the case may be, and properly tied up all the additional Answer Book(s) No.2 along with the main answer book;

(xii) candidates are strictly forbidden to carry with them into the Examination Hall any book or printed/handwritten material, notes, pager, mobile phone, any other electronic/communication device/gadgets, OR to talk or converse inter se with other candidates in the Examination Hall;

(xiii) any candidate found in possession of any banned item(s) inside the Examination Centre will be deemed to have willfully infringed the "Instructions to Examinees" amounting to misconduct;

(xiv) candidates are strictly warned against any attempt to copy from the answer book of any other candidate. They shall neither allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to maintain proper decorum in the Examination Hall and to ensure that his/her answers are not copied by any other candidate. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;

(xv) no candidate shall, leave his/her seat in the examination hall during the course of examination for any reason whatsoever without the specific permission of the Invigilator on duty;

(xvi) on completion of examination or expiry of the prescribed examination timings, the answer book(s) must be immediately handed over to the Invigilator on duty and Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of handing over the answer books.

(xvii) it shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever shall not be entertained after the conclusion of that particular session of examination;

(xviii) candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or to harass or bodily harm the staff deployed for the conduct of examination shall be viewed seriously and severely punished; and

(xix) any attempt or act of violation of "Instructions to Examinees" shall be viewed seriously and entail disciplinary action under the "Company Secretaries Regulations, 1982" apart from other action under the law.

(xx) candidate's eligibility to appear in any paper(s) and/or examinations and/or exemption therefrom shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.

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

S.No.	Name & Address of Empanelled Institutions	Validity for CS Session of Exam.	Tel. Nos.	Email id.
	EASTERN INDIA REGIONAL COUNCIL			
1.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004, Orissa	December'11 & June'12 Session of CS Examinations.	06630533146 08984494844	cmatpsingh@gmail.com
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.	033 23352378/2861 033 23352379 (f)	info@iisdedu.in iisdedu@rediffmail.com
3.	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	09438406150 09238668062	Saptarshi.college@yahoo.in
4.	WISDOM Institute of Professional Learning 3/100C, C R Colony, On Raja S C Mallick Road Kollkata-32	December 2011 & June 2012 Session of CS Examinations	09836077024 8013346863	Mywisdom.institute@gmail.com
5.	Topper's Point AM-111, Ist Floor, Basanti Nagar, Rourkela-12 (Orissa)	June 2012 and December 2012 Session of CS Examinations	09861107344 09338707483	topperpankajgarg@gmail.com
	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.	01894 239041 01894 239041 (f)	principal@ggdsdrajpur.com
2.	M/s Springdale College of Management Studies Madhotanda Road, Pilibhit-262 001 (U.P)	December`11 and June`12 Session of CS Examinations.	05882259917 /316790 09219401731	info@scmspbt.org
3.	M/s Sainath Commerce Classes C-20, Talwandi, KOTA-324 005	December`11 and June`12 Session of CS Examinations.	0744- 2406656 09829037488 09829556325	Sainath_neeraj@yahoo.co.in
4.	M/s Lucknow Commerce Academy S-72/17, Old `C` Block Chauraha, Rajajipuram (Near Lekhraj Residence), Lucknow-226 017	December 2011 and Jun 2012 session of CS Examinations.	0522 6522800 09452290590	Lca.yagwani@yahoo.co.in
5.	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.	0591 2312680 09412235748	Issc.mbd@gmail.com
6.	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	09896150937 09812066937	commercecounty@gmail.com
7.	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	09896256123 09255289445	Devindergulati58@yahoo.com
8.	AIMES 5/485, Vikas Nagar, Lucknow - 226022	June`12 and December`12 Session of CS Examinations	09415007422 09794051011	atrivedics@gmail.com csatrivedi@gmail.com
9.	Director M/S Bharat Sir's Commerce Institute, 7445, DurgaPuri Haibowal Kalan, Ludhiana [Pb]	December'11 and June'2012 session of CS Examinations.	09216867899 09216367899	N.A.
10.	Director, M/S Academy for Professional Studies, LUCKNOW	December'11 and June'2012 session of CS Examinations.	0522 2458797 09336177110	Himani.arts2011@gmail.com
11.	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	0129 4181800 (30 Lines) 418186 (Fax)	Niam.india@hotmail.com
12.	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	05452 222419 09451896313	mit.srivastava@sparshsoft.com Pramod.kumar@gmail.com
13.	Director, M/S Bharti School of Business Studies 9-N Model Town, HISAR [Harana]	December'11 and June'2012 session of CS Examinations	01662 645911 09812200014 09215306011	bsbhisar@gmail.com mydreammba@yahoo.co.in
14.	Heritage Women's Polytechnic Krishna Colony, Near Railway Station, Railway Road PALWAL (Haryana)	December'11 and June'2012 session of CS Examinations	09355555103	Shiv_0306_sharma@yahoo.com
15.	Shri Aatm Vallabh Jain Girls' College Hanuman Garh Roadm, Sri Ganganagar (Rajasthan) - 335001	December'11 and June'2012 session of CS Examinations	0154 246377/2464371(f) 09414537731	info@avjain.org avj12@rediffmail.com

S.No.	Name & Address of Empanelled Institutions	Validity for CS Session of Exam.	Tel. Nos.	Email id.
16.	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	09414430763 0151 2270141/ 2544275	aftrschool@in.com
17.	The VIT Computer Education & IIBA The Institute of Industrial & Business Accountants, 7-103, Vinayk-A Complex, Nr-HDFC Bank, Durga Nursery Road, Udaipur-313001	December'11 and June'2012 session of CS Examinations	0294-2418855 (Off) 09829260702 09351952799	Vit_education@rediffmail.com
18.	C S Launcher Bajaj Road, Near - Taparia Bagichi Sikar - 332001 (Rajasthan)	June 2012 and December 2012 session of CS Examinations	01572 254033	amitmishraskr@gmail.com
19.	Trinity College Dharamshala Road, Fatehabad 125050 (Haryana)	June 2012 and December 2012 session of CS Examinations	01667 224456 09896795444	trinitycollegefbd@gmail.com
20.	Vishesh Academy of Commerce DSS-33, Old Court Complex, Near Fawara Chowk, Hisar (Haryana), M; 9813170795, 9215170795	June 2012 and December 2012 session of CS Examinations	09813170795 09215170795	trjain_vishesh@yahoo.co.in
21.	Institute of Management & Technology Sector-87, Tigaon Road, Near Sai Dham Faridabad - 121002, Tel : 0129-2229185	June 2012 and December 2012 session of CS Examinations	0129 2229137/ 2229672/2229185 /2229979 01292229888(f)	imt@imtfaridabad.com
22.	Bhandari Classes 270/9, " Pokharna House", Hathi Bhata Ajmer - 305001 (Rajasthan) M: 09828505155, 0145-2600184	June 2012 and December 2012 session of CS Examinations	0145 2600184 09828505155	ggbhandari@rediffmail.com
23.	Pinnacle Academy 91A, Amritpuri, Opp : ISKCON Temple, East of Kailash New Delhi - 110065 M: 9818331830, 9891060540, 9810463007	June 2012 and December 2012 session of CS Examinations	09818331830 9891060540 09810463007 011-26291900	wxyzpradeep@gmail.com cspradeepdubey@gmail.com
24.	Commerce Point, 1148, New Housing Board Colony, Panipat - 132103 (Haryana) M : 9896320328, 9467191327	June 2012 and December 2012 session of CS Examinations	09896320328 09467191327 09802202512	caadityanandwani@gmail.com nandwani_aditya@yahoo.com
25.	Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida - 201306 M: 9999703599, 8800621117	December 2012 & June 2013 session of CS Examinations	0120 6492343 3250947/3250966 0987138512 9871385313 9818274186	lloydlawcollege@gmail.com
26.	Rudram Institute Gangapur City, Dist : Sawai Madhopur (Rajasthan) M: 9602322241	December 2012 & June 2013 session of CS Examinations	09602322241	rudruminstitute@yahoo.in
27.	Sehgal Tutorials 147, New Prabhat Nagar Behind Ram Janki Mandir, Bareilly (UP) M: 9023439612, 9808290198	December 2012 & June 2013 session of CS Examinations	09219958083 09023439612 09808290198	Vishal83hunt@gmail.com Vishal83del@rediffmail.com
28.	Institute of Corporate Studies 31/16, Civil Lines South, Arya Samaj Road Muzaffarnagar (UP) M: 9412210072, 0131-2622967	December 2012 & June 2013 session of CS Examinations	0131 2622967 09412210072	csgoelkailash@gmail.com
29.	Commerce Academy 1747, NHBC, Sector-11, Above Purthi Hospital Panipat (Haryana)	December 2012 & June 2013 session of CS Examinations	8059296630	nitin.bansal.2008@gmail.com
	WESTERN INDIA REGIONAL COUNCIL			
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.	04064688/ 4085394 09826026468	careerclasses@rediffmail.com
2.	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.	0751 2424240 09893016415 09827204115	Aec.com@gmail.com
3.	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.	08322268488/ 2268683 0832 2268683(f)	dmscollege@yahoo.com
4.	The Director M/s Geetanjali Education Systems Private Limited Geetanjali College of Computer Science & Commerce Indian Red Cross Building Suchak Road Opp. Shastri Medan, RAJKOT-360 001	June`2012 and December`2012 session of CS Examinations.	0281 2587550 0281-2464377 09726184584	Gespl09@gmail.com
5.	The Director M/S Professional Excellence Academy Z-8, Behind Vijay Stambh, Near ICICI Bank, Zone-I, M.P. Nagar, BHOPAL 462011 [MP], M: 9074622001	December '11 and June'12 Session of C S Examination	0755 4225884 09893895805	Cs.amra@yahoo.com Academy.pea@gmail.com

STUDENT SERVICES

S.No.	Name & Address of Empanelled Institutions	Validity for CS Session of Exam.	Tel. Nos.	Email id.
6.	The Director, Professioinal Academy of Competitve Execellence [PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December '11 and June'12 Session of C S Examination	0731 4044446	Reetesh_pace@rediffmail.com paceindore@gmail.com
7.	H L Centre for Professional Education H L College Campus, University Road, Navrangpura Ahmedabad - 380009	December'11 and June'12 Session of CS Examinations.	07932915262 07926464657(t/f) 9426173888	info@hlcpe.ac.in gapathak@hlcte.ac.in
8.	S V P M's College of Commerce, Science and Computer Education Malegaon Bk. Tal_ Baramati, Dist: Pune - 413115	December'11 and June'12 Session of CS Examinations.	02112 253388/ 254216 09423527913	Principal.vdr@gmail.com
9.	Global Classes C-31, Ravi Nagar, Near- Bhatiya Nursing Home Raja Talab, Raipur (Chattisgarh)	June 2012 and December 2012 session of CS Examinations	0771 4075158 09827108633	Globalclasses101@gmail.com
10.	Aakanksha Professional Classes Near Azad Chowk, Sadar Bazar Road Raipur- 492001 (Chattisgarh) M: 9981145340; 9713788906	June 2012 and December 2012 session of CS Examinations	0771 4070684 09981145340 9713788906	Atindradubey123@yahoo.in
11.	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	0240 2359901 09595990044	rlsacdemy@yahoo.com
12.	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	0761 4069546 09827322811 09827374225	kanhaacademyjbp@gmail.com kanhatutorialsjabalpur@yahoo.com
13.	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	028272829 028262829	No email id
	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.	0484 2776089 09447790689	mics@mohans.in mohansinstitute@gmail.com
2.	PRESIDENT, M/s Dr. G.G. Shetty Educational Society ® Jnana Degula, 25/B-4, Nr. K.M.F., DHARWAD-580004 Tel :0836-2465327	June 2012 and December 2012 Session of CS Examination.	0836-2465327 2462611 (fax)	drdgshetty@yahoo.in shetty_dg@yahoo.co.in
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.	044 24341116	Brightacademy2008@yahoo.co.in
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.	No nos	prizeacademy@yahoo.com
5.	M/s Sree Saraswathi Thyagaraja College Palani Road, Thippampatti, Coimbatore Distt. POLLACHI-642 107	December'11 and June'12 Session of CS Examination.	04259 266550/ 266008 04259 266009(f)	stc@stc.ac.in
6.	The Principal M/s P.S.G.R. Krishnammal College For Women Peelamedu, COIMBATORE-641 004	December' 11 & June'12 Session of CS Examinations.	0422 2572222 0422 2591255(f)	principal@psgrkc.com
7.	The Director M/S Blue Dot Academy N0. 4, Balaji Avenue, Ist Street, T. Nagar CHENNAI - 600017	December '11 and June '12 session of C S examinations.	044 42123501/ 42123502 044 42123503(f) 044 28344816	sreesri@mscindia.org
8.	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.	04828 208227 09447180377	chrdkply@gmail.com
9.	M/s Angel Auditor College SF N0. 37, Marakkadai Street, Brindavan Pudukottai - 622001	June'12 and December'12 Session of CS Examinations	04322 220645 09751324644 08973127818	Angelinstitute.secretary@gmail.com
10.	Chief Executive M/S 3-C, Computer Consulting Centre Manjathuruther Building, Good Shepherd Road, Kottayam - 686001	December'11 and June '2012 Session of CS Examinations.	0481 2563134 2304457/58	Ktm3c@sify.com
11.	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	09751324644 09659965205 09842492067	Angelinstitute.secretary@gmail.com

S.No.	Name & Address of Empanelled Institutions	Validity for CS Session of Exam.	Tel. Nos.	Email id.
12.	Divine Education and 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	09964475417 08258233757	alohakarkala@gmail.com
13.	Singar Academy 52, III Floor, Salai Rd., Woriur, Tiruchirappalli - 620 003	June 2012 and December 2012 Session of CS Examinations	09345122645 09344604489 09150542433	No Email
14.	Kongu Arts & Science College Nanjanapuram, Erode- 638107 Tel : 0424-2242888, 2339933	December 2012 & June 2013 session of CS Examinations	0424 2242888/ 2339933 0424 2242810(f)	kasc@kasc.ac.in
15.	Hyderabad Business School GITAM University, Rudraram, Patancheru Mandal Medak - 502329 (Andhra Pradesh) Tel : 08455-220055, 9441968259	December 2012 & June 2013 session of CS Examinations	09441968259 08455220058	No email id
16.	Sri Vishnu Educational Society Vishnupur, Bhimavaram, West Godavari Dist: - 534202 (Andhra Pradesh), Tel : 9949433566 e-mail: bvrmsvecw@gmail.com	December 2012 & June 2013 session of CS Examinations	08816 250864 09949433566 09849822223	No email id

N O T I F I C A T I O N
ICSI/CS/03/2012
MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 18th August, 2009, applications are invited to reach the Institute in the prescribed form on or before **25th May, 2012** for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "company secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in December, 2011 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's Website link:***http://www.icsi.edu/Student/MeritScholarship/tabid/1768/Default.aspx*** or obtained by post from the Institute free of cost **by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-**. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25th May, 2012** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2012

New Delhi - 110 003. (CS N. K. JAIN)

SECRETARY & CEO

Dated, the 1st February, 2012

Students of ICSI may avail following online services

i) Students can view the status of his / her registration application form already submitted for registration as student.

ii) 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.

iii) New Students can submit their online registration form for registration in Foundation / Executive Programme.

iv) Students who have passed both modules of Executive Programme, they can submit their enrolment form for admission in Professional Programme.

v) Students can take printout of "e-Student Identity Card".

vi) Students can change their address, Mobile Number, e-mail ID etc. instantly.

vii) Students can submit the "On-line Examination Form" for appearing in institute's examination to be held in June / December.

viii) 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.

Results of Company Secretaries
Examinations-December 2011

The Results of candidates who have appeared in the Foundation Programme, Executive Programme and Professional Programme Examinations of Company Secretaries held in December 2011 are available on the website of the Institute.

For results log on to: ***www.icsi.edu; www.icsi.in***

ATTENTION STUDENTS!

NEW EXAMINATION CENTRES AT GORAKHPUR, JALLANDHAR, HOOGHLY AND HOWRAH FOR CS EXAMS.

The Institute is pleased to announce opening of four new Examination Centres at **Gorakhpur** (U.P.), **Jallandhar** (Punjab), **Hooghly** (West Bengal) and **Howrah** (West Bengal), for conduct of 'Company Secretaries' examinations, **on an experimental basis** beginning from December, 2012 examination onwards.

Accordingly, students are welcome to opt for new examination centres - (i) **Gorakhpur** (Centre Code 232); (ii) **Jallandhar** (Centre Code 233); (iii) **Hooghly** (Centre Code110); and (iv) **Howrah** (Centre Code 111) in their Examination Forms for **December, 2012** examination.

Exclusively for

COMPANY SECRETARYSHIP STUDENTS

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

in collaboration with

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

offers

B.COM.

Bachelor of Commerce
with Major in Corporate Affairs and Administration

M.COM.

Master of Commerce
in Business Policy and Corporate Governance

Advantages :

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

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

For details contact :

Director
School of Management Studies
Indira Gandhi National Open University, Maidan Garhi
New Delhi 110 068
Phone : 011 - 29532073
Website : www.ignou.ac.in

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

IMPORTANT E-MAIL IDS OF DEALING OFFICIALS FOR STUDENT SERVICES

S.No.	Type of Query	Query to be Forwarded to The E-mail id
1.	Registration Letter and Identity Card	om.prakash@icsi.edu
2.	Non-receipt of Study Materials	anju.gupta@icsi.edu
3.	Qualification based Paperwise Exemption	s.hemamalini@icsi.edu
4.	Non-receipt of Student Company Secretary / Foundation Course Bulletin	om.prakash@icsi.edu
5.	Change of Address, E-mail id, Phone Number and Other Particulars	om.prakash@icsi.edu
6.	Response Sheet Status	sp.singh@icsi.edu
7.	Coaching Completion Certificate/ Suggested Answers	sp.singh@icsi.edu
8.	Oral Coaching	ashvini.srivastava@icsi.edu
9.	Public Private Partnership Scheme (For Oral Coaching)	ashvini.srivastava@icsi.edu
10.	Computer Training	neelam.wadhwa@icsi.edu
11.	Admit Card/ Roll Number For Examinations	enroll@icsi.edu
12.	Issue of Pass Certificates	siyaram@icsi.edu
13.	Issue of Transcripts	siyaram@icsi.edu
14.	Exemption From Training	anita.mehra@icsi.edu
15.	Any Management Training / Apprenticeship Training Related Query	amit.sircar@icsi.edu
16.	15 Days' Specialised Training	priyanka.singh@icsi.edu
17.	Status of Acs Membership Application	monika.arora@icsi.edu
18.	Non-receipt of Membership Number	shashi.prabha@icsi.edu
19.	SIP/ EDP/ PDP/ MSOP, Etc.	training@icsi.edu
20.	Out of Stock Position of Study Materials	store@icsi.edu
21.	Refund of Foundation/ Executive/ Professional Examination Fee	pradeep.yadav@icsi.edu
22.	Refund of Foundation / Executive Registration Fee	geetanjali.rathore@icsi.edu
23.	Refund of Professional Programme Registration Fee	archana.goel@icsi.edu
24.	Mark Sheets	exam@icsi.edu
25.	Verification of Marks	exam@icsi.edu
26.	Verification of Qualification	siyaram@icsi.edu
27.	Merit-cum-means Assistance & Merit Scholarships	exam@icsi.edu
28.	ICSI Student Education Fund Trust	ashvini.srivastava@icsi.edu
29.	Enrollment to Professional Programme	archana.goel@icsi.edu
30.	Technical Problems At The Website	dit@icsi.edu
31.	Registration Denovo/ Extension	archana.goel@icsi.edu
32.	Any Other Query (Specify)	ashvini.srivastava@icsi.edu

If Undelivered, please return to:

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA 'ICSI House', 22, Institutional Area, Lodi Road, New Delhi-110003.

FOR PROMPT REPLY

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