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

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

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 2010 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. 4500/-. The prescribed form "REG" (along with prospectus) can be obtained either against cash payment of Rs. 500/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 540/- (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.edu*

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation Programme examination held in December 2012 and registered in Executive Programme up to and including 28th February 2013 would be eligible to appear in both modules of the Executive Programme to be held in December 2013 and students who will take registration in Executive Programme between 1st March 2013 to 31st May 2013 will be eligible to write only one module in December 2013 examination of the Executive Programme subject to completion of postal/oral tuition, SIP and compulsory Computer Training Programme.

The blank application Form "REG" (along with prospectus) 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. 540/- (including postage). The fee for seeking registration for Executive Programme is Rs. 8500/- 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.edu*

STUDENT IDENTITY CARDS

All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute.

Students may download their "On-line Student Identity Card" from institute's website www.icsi.edu through institute's on-line services, after creating login credentials (password, etc.). The admission number will be the User Id for all students.

After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1.   Member of the Institute, with ACS/FCS No.
2.   Gazetted Officer of the Central or State Government
3.   Manager of a Nationalised Bank
4.   Principal of a recognized School/College.
5.   Officers of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examinations centers, etc.

Should you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for any 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.

CHANGE OF ADDRESS

Students are advised to update their addresses instantly through online services at students' portal *www.icsi.edu.* Their Registration Number shall be their user Id and they can create their password of their own.

E-MAIL ADDRESS OF THE STUDENTS

Students are advised to update their e-mail ID/ Mobile Number instantly through online services at institute's website *www.icsi.edu* Their Registration Number shall be their user Id and they can create their password of their own.

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 at prov.reg@icsi.edu. 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.

IMPORTANT INFORMATION FOR THE STUDENTS OF THE CS FOUNDATION PROGRAMME

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of November - December 2012 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 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.

SELF STUDY

The institute provides a set of study materials to all students of Foundation Programme for their self study. Students have option to study the subject on their own and appear in next examination of the institute for which they are eligible. Attending classes is not compulsory.

CLASS ROOM TEACHING

(a) THROUGH REGIONAL COUNCILS/CHAPTERS AND THEIR COLLABORATIVE CENTRES

The institute provides facility of class room teaching also. The Regional Councils/Chapters of the institute are authorized to impart class room teaching independently or in collaboration with any other institute in accordance with the guidelines issed by the institute subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending class room teaching is optional.

(b) THROUGH RECOGNIZED CLASS ROOM TEACHING CENTRES OF THE INSTITUTE

The Institute has also recognized certain colleges/Senior Secondary Schools/Private Institutions to impart class room teaching for the CS Foundation Programme Students. A list of such accredited/Private Institutions is available at the website of the Institute *viz. www.icsi.edu.* Students have the option to attend the class room teaching through any of these institutions subject to his/her convenience. The fees charged by these centres may vary from place to place.

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 (Students Services)**, at the Institute's address.

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*)

ACADEMIC GUIDANCE

ENGLISH AND BUSINESS COMMUNICATION

DEFINITE - INDEFINITE ARTICLES*

Articles form an integral part of grammar in English Language. The words a, an, and the are special adjectives called articles. The articles in English are invariable which means that they do not change if the noun is singular or plural, male or female.

There are two types of articles i.e. Indefinite and definite articles. These are explained below:

Indefinite Articles - "A, An"

A and an are indefinite articles used to refer to a singular countable noun.

The rule states that "a" should be used before words that begin with consonants like b, c, d etc., while "an" should be used before words that begin with vowels (a,e,i,o,u.).

Another rule states that the usage is determined by the pronunciation and not by the spelling, and this includes abbreviations and acronyms. That is, one uses 'a' before a word that begins with a consonant sound and 'an' before a word that begins with a vowel sound.

For example:

A is used before:

- a consonant (b, c, d, f, g, etc.): **a** car/**a** hotel
- a vowel that is pronounced like "yu": **a** European/**a** university
- the vowel 'o' when it has a "w" sound: **a** one-way street

An is used before:

- a vowel (a, e, i, o, u): **an** animal/**a**n elevator
- an unaspirated 'h': **an** hour/**an** honest man
- abbreviations starting with a vowel sound: **an** MBA ('em' sound)

Definite article - "The"

The is a definite article used to talk about something specific.

For example:

- **The** town where Meena lives is very big.
- What book is Meena reading? She's reading **the** book Ajay gave her.

The is also used to refer to:

- Rivers, seas, oceans: **the** Mississippi river, **the** Mediterranean sea, **the** Ganges, etc.
- Nationalities: **the** Indians, **the** Americans, **the** Japanese, **the** Chinese, etc.

Based on the above, practice the following exercise*:

1. _____ European expert was invited to speak to the committee.
2. The teacher read _____ interesting article from the newspaper.
3. Nina talked for _____ hour about her school project.
4. The children have _____ new teacher called Ms Rita.
5. All pupils must obey _____ rules.
6. Dad turned on _____ radio to listen to _____ news.
7. Ramaya tasted _____ birthday cake her mother had made.
8. It would help us if you gave _____ honest opinion.
9. There was _____ huge crowd of people outside the temple.
10. Seema is in Delhi University studying for _____ MBA.
11. Rohit wanted _____ new bicycle for birthday.
12. The Mississippi river is in _____ United States of America.

* The exercise has been taken from the website "Learn English Today".

Answers:

1. a 2.an 3.an 4.a 5.the 6.the/the 7.the 8.an 9.a 10.an 11.a 12.the

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

DISCONTINUATION OF GRANT OF 15 MINUTES EXTRA TIME FOR READING THE QUESTION PAPERS

Candidates may please note that effective from June, 2013 session of Examination, the Institute has decided to withdraw the facility for grant of 15 minutes extra time for reading the Questions Papers of all the subjects of Foundation Programme (Old Syllabus) Examination.

Now the Questions Papers for each subject will be distributed at the specified time of commencement of the examination.

ATTENTION OF STUDENTS APPEARED IN DECEMBER, 2012 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations respectively, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983" and "Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983".

MERIT SCHOLARSHIP

In pursuance of para 7 of the "Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme examinations per session only to registered students, purely in order of merit from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme examination in December, 2012 should get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme examinations per session only to registered students. According to the Scheme, candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject. The income of such an applicant, if employed or 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, then the combined income from all sources should not be more than Rs.2,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Students who pass the Foundation Programme examination in December, 2012 must get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of this financial assistance.

Students are requested to log on to: **www.icsi.edu** for details regarding of the Schemes.

VERIFICATION OF MARKS FOR CS DECEMBER, 2012 EXAMINATIONS

Candidates, who have sought Verification of Marks in any paper of the Company Secretaries Examinations held in December, 2012 may please note that the outcome of their applications for verification of marks will be uploaded on the Institute's website **www.icsi.edu.** A candidate concerned by entering his/her Roll Number or Student Registration Number can enquire about the status/out come of his/her application and also download a copy of the reply letter instantly in case of no change in his/her marks or result position from the link given to this effect.

However, in case, there is any change/revision in marks in any subject(s) and/or result, separate communication to that effect will be sent through Speed Post/Courier.

ATTENTION STUDENTS !!

NEW SYLLABUS & NEW PATTERN FOR FOUNDATION PROGRAMME EXAMINATIONS

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 is 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 as per the schedule mentioned below :

Examination Timings

Morning Session: 10.00 A.M. to 11.30 A.M. (90 minutes)

After-Noon Session: 1.30 P.M. to 3.00 P.M. (90 minutes)

Part	Subjects Name	Maximum Marks	Total No. of Qns.	Allotment of Marks
Morning Session (10.00 A.M. to 11.30 A.M.)				
1.	Business Environment and Entrepreneurship	100	50	2 Marks for each Correct Answer
2.	Business Management, Ethics and Communication	100	50	2 Marks for each Correct Answer
Afternoon Session (1.30 P.M. to 3.00 P.M.)				
3.	Business Economics	100	50	2 Marks for each Correct Answer
4.	Fundamentals of Accounting and Auditing	100	50	2 Marks for each Correct Answer

3. 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.

4. Option to students under Old 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.

5. Switchover to new syllabus

(i) Students under the old 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 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 old 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.

6. 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) There will be no negative marking under OMR for Foundation Programme under new syllabus.

(A) Online Registration Process

(I) Online Registration for Foundation/Executive

1. Click the login button on top of the ICSI website (*www.icisi.edu*)
2. Then click on"Student" option and click on "Student Registration" option.
3. A webpage shall open. Click on the documents mentioned on that page, if students are having the softcopy of the same (otherwise they will not be able to Register)
4. Please keep in mind the following factors also:
   - File formate should be jpg, jpeg, png, gif, bmp
   - File sizes of documents should not exceed 5 MB
   - Size of Student Photo should be between 20KB – 50KB
   - Size of Student Signature should be between 10KB – 20 KB
5. Now Click on Proceed to Registration.
6. Select the Course type as applicable to them (Foundation/Executive)
7. If students are taking admission in CS Executive Program on the basis of pass of CPT of ICAI/or foundation pass of ICAI-CMA. They are required to select the radio button of "Commerce Graduate" and proceed further.
8. Fill other fields and click on "Register".
9. After this students shall get their "Request ID and Payment ID" with their personal details. Also the copy of same details shall be mailed to them on their registered e-mail ID.
10. After this "Click" on Make Payment.
11. Payment can be made through Debit Card/Credit Card/Net banking.
12. They shall get "Username" and "Password" at their e-mail ID within 24 hours of payment.
13. In fact "Username" is the student's Registration Number, which is to be noted for future use. It should be quoted invariably in future for all correspondence with ICSI.
14. After that they are required to upload scanned copy their requisite documents at the link sent at their e-mail. They can also "login" using their Username & password and can upload their documents under "My Account" and then "Manage Account" option.

(II) Process of accessing your account after registering to ICSI for uploading documents

Please follow below step to access your registered account:

1. Click the login button on top of the ICSI website (http://www.icsi.edu)
2. Enter your Username and Password
3. Then Click on "Login".
4. After Login, Go to Students and then click "My Account"
5. Click on "Manage Account"
6. Upload documents at various tabs given under manage account option as applicable to you.

One all required documents have been uploaded, the applications are checked at Directorate of Students Services and if found OK, it is approved. If any discrepancies are found, then student concerned is informed by e-mail to complete the requirement.

(III) Supply of Student materials

If any student has taken registration through "Online Services", then he/she shall be supplied study materials directly by post from institute's main stores Noida. Concerned Regional Councils/Chaptors are not required to give study materials to such students.

(B) Process of downloading registration letter/e-identity card though online services

Students can download their e-identity card and registration letter from Institute's website *www.icsi.edu* by following the given below simple procedure:

1. Click on log in option at www.icsi.edu
2. Enter your "Username" & "Password"
3. Click on "student" option
4. Open "my account"
5. Go to "others" option at student's account
6. Students can download registration letter/e-identity card at others option at their account

After downloading the identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officers of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

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.	Tel. Nos.	Email id.
1.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004 Orissa	December`12 & June`13 Session of CS Examinations.	06630533146 08984494844	cmatpsingh@gmail.com

NORTHERN INDIA REGIONAL COUNCIL

S.No.	Name & Address of Empanelled Institutions	Validity for CS Session of Exam.	Tel. Nos.	Email id.
1.	M/S G.G.D.S.D. College Rajpur (Palampur) Distt. Kangra Himachal Pradesh	December`12 and June`13 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`12 and June`13 Session of CS Examinations.	05882259917/ 316790, 09219401731	info@scmspbt.org
3.	M/s Sainath Commerce Classes C-20, Talwandi Kota-324 005	December`12 and June`13 Session of CS Examinations.	0744- 2406656 09829037488, 09829556325	Sainath_neeraj@yahoo.co.in
4.	The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, Hissar - [Haryana}	December`12 and June`13 Session of C S Examination	09896150937 09812066937 8059296630	commercecounty@gmail.com
5.	Director, M/S Bharti School of Business Studies 9-N Model Town Hisar [Harana]	December`12 and June`13 session of CS Examinations	01662 645911 09812200014 09215300611	bsbhisar@gmail.com mydreammba@yahoo.co.in
6.	Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida - 201306 Phones : 0987138512, 9871385313, 9818274186	December`12 & June`13 session of CS Examinations	0120 6492343 3250947, 3250966	lloydlawcollege@gmail.com
7.	Rudram Institute Gangapur City, Dist : Sawai Madhopur (Rajasthan)	December`13 & June`14 session of CS Examinations	09602322241	rudruminstitute@yahoo.in
8.	Sehgal Tutorials, 147, New Prabhat Nagar Behind Ram Janki Mandir, Bareilly (UP)	December`12 & June`13 session of CS Examinations	09219958083 09023439612, 09808290198	Vishal83hunt@gmail.com Vishal83del@rediffmail.com
9.	Commerce Academy , 1747, NHBC, Sector-11 Above Purthi Hospital, Panipat (Haryana)	December`12 & June`13 session of CS Examinations	8059296630	nitin.bansal.2008@gmail.com
10.	NGPA Taxation & Professional Services Pvt. Ltd. C-7/188, Sector-7, Rohini, Delhi- 110085	December`12 & June`13 session of CS Examinations	9810139214, 9810398903	Info.ngpa@gmail.com
11.	Vidyasagar Institute for Professional Studies, 352, First Floor, Tarun Enclave, Outer Ring Road, Opp: Kali Mata Mandir, Pitampura, New Delhi -110034	December`12 & June`13 session of CS Examinations	9999930575 9999777811	vidyasagar.institute@gmail.com
12.	CDC Institute for Professional Studies, A-19, Onkar Deep Building, Middle Circle, Connaught Place, New Delhi- 110001	December`12 & June`13 session of CS Examinations	9810033957, 9810033947	samyakch@gmail.com
13.	Institute of Professional Education Center, Shrikrishna Complex, B, 37/122, Mahmoorganj, Varanasi- 221010	December`12 & June`13 session of CS Examinations	09415227788 0542-2361010	deepakcavns@rediffmail.com
14.	Sagar Classes, A-2, Khaturia Colony (J.N.V.Colony), Bikaner (Rajasthan)	December`12 & June`13 session of CS Examinations	09829026002	balarampurohit@yahoo.co.in
15.	Professional Commercial Academy B-B/57-E, Janak Puri, New Delhi- 110058	June`13  & December`13 sessions of CS Examinations	9818829677 9899541972	eishtaneja@yahoo.com
16.	ATM-Global Executive College, 20/1, Old Sher Shah Suri Marg, Sector-37, Faridabad - 121003	December`13 & June`14 session of CS Examinations	9810084417	director@atm.edu.in

WESTERN INDIA REGIONAL COUNCIL

S.No.	Name & Address of Empanelled Institutions	Validity for CS Session of Exam.	Tel. Nos.	Email id.
1.	M/s Career Classes, 303, Shalimar Corporate Center, 8, South Tukoganj, Near Hotel Balwas, Indore (M.P)	December`12 and June`13 Session of CS Examinations.	04064688/4085394 09826026468	careerclasses@rediffmail.com
2.	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`13 and December`13 session of CS Examinations.	0281 2587550 0281-2464377 09726184584	Gespl09@gmail.com
3.	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`12 & June`13 Session of C S Examination	0755 4225884 09893895805	Cs.amra@yahoo.com Academy.pea@gmail.com
4.	The Director, Professioinal Academy of Competitve Execellence [PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December`12 and June`13 Session of CS Examination	0731 4044446	Reetesh_pace@rediffmail.com paceindore@gmail.com
5.	Global Classes, C-31, Ravi Nagar, Near- Bhatiya Nursing Home, Raja Talab, Raipur (Chattisgarh)	June`13 and December`13 session of CS Examinations	0771 4075158 09827108633	Globalclasses101@gmail.com
6.	Study Circle, B 2 106, Greenland Society, J B Nagar Andheri (East) , Mumbai - 59	December`12 and June`13 session of CS Examinations	028272829 028262829	No email id
7.	SPC Career Care Pvt. Ltd., 217, MIG, Rishabh Complex, M G Road, Raipur-492001 (Chattisgrah)	December`12 and June`13 session of CS Examinations	0771-4051594	Spc.raipur2009@gmail.com
8.	KBS Commerce & Nataraj Professional Science College, Chanod Colony Naka, Silvassa Road, GIDC, Vapi- 396195 (Gujrat)	December`12 and June`13 session of CS Examinations	0260-2450360, 9925149047	Kbs_vapi@rediffmail.com
9.	Batham Commerce Academy, Sector-5, C-36, Flat No. 103, Shanti Nagar, Mira Road (East), Thane- 401107	December`12 and June`13 session of CS Examinations	022-28122053, 9820733984	bgtacademy@gmail.com
10.	Classic Professional Classes, B-26, Surya Kiran Apartment, Saint Xevier School, Ghud Dod Road, Surat (Gujrat)	December`12 and June`13 session of CS Examinations	09377603217	cpcsurat@yahoo.in
11.	Eduport Career Solutions Pvt. Ltd. Near Gurudwara, Station Road, Durg (Chattisgrah) - 491001	June`13  & December`13 sessions of CS Examinations	0788-4012247	ca.ajay.lunawat@gmail.com
12.	Agarwal Professional Academy 204, MSB-II B Poddar Plaza, New Siyaganj, Indore-456010	June`13  & December`13 sessions of CS Examinations	9827545475 07312515475	Atinharbhajanka.ca@gmail.com

13.	Lt. Meenaben Jayantilal Kundaliya English Medium Mahila Commerce & B B A College, Chaudhary High School Campus, Kasturba Road, Opp: Jain Derasar, Rajkot- 360001	June`13 & December`13 sessions of CS Examinations	0281-2448315	sadgurumjk@yahoo.in
14.	Darak Tutorials, Shette Building, 2nd Floor, Near Pharmacy College, Indraprastha Nagar, Nanded - 431605	June`13 & December`13 sessions of CS Examinations	9422189298 9767893929	khdarak@gmail.com
15.	Arora Tutorial, Devendra Nagar, Sector-4, Near Bank of Baroda, Raipur (Chattisgarh)	June`13 & December`13 sessions of CS Examinations	9907400020 07714280110	aroratutorial@gmail.com
16.	Professional Study Group 867, Patel Nagar, City Center, Gwalior- 474011	June`13 & December`13 sessions of CS Examinations	9981202069 07512343435	Ca.jatin.singh@gmail.com
17.	M R Study Center for Company Secretaries, Medhauli, Morwa, Shukla More, Singrauli - 486869 (MP)	June`13 & December`13 sessions of CS Examinations	09839431179 09993304763	College.mrdc@gmail.com
18.	Maple Classes, Prorietor Prudential Educom Pvt. Ltd. 310 A, B Block, Silver Mall, 8, RNT Marg, Indore-452001 (MP)	December`13 & June`14sessions of CS Examinations	9425060686 0731-4069983	info@caclass.co.in
19.	Shantaben Adani Institute of Professional Courses The Banskantha District Mandal, C/o G D Modi Vidya Sankul, Opp: S T Workshop, Hoghway Palanpur, Distt: Banaskantha -385001 (Gujrat)	December`13 &June`14 sessions of CS Examinations	9825391536 9428847734	call_bba@yahoo.com
20.	Catalyst Professional Academy, IIIrd Floor Gomtesh Market, New Gulmandi Road, Aurangabad-431005	December`13 & June`14 sessions of CS Examinations	9595255656 9021903030	Catalyst.academy@hotmail.com
SOUTHERN INDIA REGIONAL COUNCIL				
1.	Mohans Institute of Corporate Studies [MICS] 'Sreyas; 39, Chettiparambil Lane, Choorakkadu, Tripunithura P.O., Ernakulam Dist., Kerala-682301	December`12 & June`13 Session of CS Examinations.	0484-2776089 09447790689	mics@mohans.in mohansinstitute@gmail.com
2.	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`12 and June`13 Session of CS Examination.	044 24341116	Brightacademy2008@yahoo.co.in
3.	M/s Prize Academy, No.2, Teachers Colony, (Off V.M. Street), Royapettah, Chennai-600 014	December`12 and June`13 Session of CS Examination.	No nos	prizeacademy@yahoo.com
4.	The Administrative Officer, M/s National Management College 2/16 Thudupathi, Perundurai , Erode Dist -638 057	December`12 and June `13 Session of CS Examinations.	04294 344317/ 324901	nmc.finance@gmail.com
5.	The Principal, M/s P.S.G.R. Krishnammal College For Women, Peelamedu, Coimbatore-641 004	December' 12 & June'13 Session of CS Examinations.	0422 2572222 0422 2591255(f)	principal@psgrkc.com
6.	The Director M/S Blue Dot Academy N0.4, Balaji Avenue, Ist Street, T.Nagar, Chennai - 600017	December '12 and June '13 session of C S examinations.	044 42123501 / 42123502 044 42123503(f), 044 28344816	sreesri@mscindia.org
7.	M/S Centre for Human Resources Development, Thekkel,Mannarakkayam PO ., Ponkunnam [via] Kanjirapally, Kottayam Dist., Kerala - 686506	December'12 and June '13 session of C S examination.	04828 208227 09447180377	chrdkply@gmail.com
8.	Kongu Arts & Science College Nanjanapuram, Erode- 638107	December`12 & June`13 session of CS Examinations	0424 2242888/2339933 0424 2242810(f)	kasc@kasc.ac.in
9.	Hyderabad Business School, GITAM University, Rudraram, Patancheru Mandal, Medak - 502329 (Andhra Pradesh)	December`12 & June`13 session of CS Examinations	09441968259 08455220058	No email id
10.	Sri Vishnu Educational Society Vishnupur, Bhimavaram, West Godavari Dist: - 534202 (A .P.)	December`12 & June`13 session of CS Examinations	08816 250864 09949433566, 09849822223	bvrmsvecw@gmail.com
11.	Enlighten Academy, 101/1, Kanaka Sri Nagar, Off: Cathedral Road, Chennai- 600086	December`12 & June`13 session of CS Examinations	9381856910	enlightenmgt@gmail.com
12.	Padmarajam College of Management, 10, Kalpalam Road, Goripalayam, Madurai - 625002 (Tamilnadu)	June`13 & December`13 session of CS Examinations	9344108771, 8144408771	padmarajam@gmail.com
13.	Academy for Professional Studies Azhar Complex, Near North Malabar Chamber of Commerce Thayatheru Road, Kannur - 670002 (Kerala)	June`13 & December`13 session of CS Examinations	9746103633 0497-2763646	apskannur@gmail.com
14.	Alliance College of Commerce, Alliance University 2nd Cross, 36th main, Dollars Scheme, BTM I stage Bangalore- 560 068	June`13 & December`13 session of CS Examinations	9986200605 9900084432	rekha.us@alliance.edu.in
15.	S S Mahita Degree College, D No. 40-26/1-15, Beside Sweet Magic Street, Near D V Manor, Vijayawada-520010 Dist: Krishna (Andhra Pradesh)	December`13 & June`14 session of CS Examinations	9912341815 0866-2487452	Principal.mahita@gmail.com
16.	Sri Rachapudy Nagabhushanam Degree & P G College Nellore Road, Badvel, Kadapa (Dist) A P - 516227	December`13 & June`14 session of CS Examinations	9440261908 08569-283509	Sai.srnb@gmail.com

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 Program 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 Program, 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.

EXAMINATION

1. DECLARATION OF CS OMR BASED FOUNDATION PROGRAMME, DECEMBER, 2012 EXAMINATION RESULT

The result of CS OMR Based Foundation Programme (New Syllabus) examination held on 1st and 2nd December, 2012 was declared at 4.00 P.M. on 21st January, 2013. The results alongwith individual candidate's subjectwise break-up of marks were made available on Institute's website **www.icsi.edu** on 21st January, 2013 onwards.

2. DECLARATION OF FOUNDATION PROGRAMME (OLD SYLLABUS), DECEMBER, 2012 EXAMINATION RESULT

The result of Foundation Programme (Old Syllabus) examination held in December, 2012 was declared at 11.00 A.M. on 25th February, 2013. The results alongwith individual candidate's subjectwise break-up of marks were made available on Institute's website **www.icsi.edu** on 25th February, 2013 onwards.

3. ISSUING OF MARKS-SHEETS

According to the decision taken by the Institute, the despatch of Result-cum-Marks Statements for Foundation Programme examination in physical form was discontinued and instead formal E-Result-cum-Marks Statements were uploaded on the Institute's website: **www.icsi.edu** to facilitate the candidates to download the same for their reference and record. Students are advised to download the E-Result-cum-Marks Statements accordingly.

4. FOUNDATION PROGRAMME JUNE, 2013 EXAMINATIONS

A. FOUNDATION PROGRAMME EXAMINATION (NEW SYLLABUS)

The Foundation Programme (New Syllabus- OMR based) examination has been restructured as under w.e.f. June 2013 session:

Morning Session: 10.00 A.M. to 11.30 A.M. (90 minutes)

After-Noon Session: 1.30 P.M. to 3.00 P.M. (90 minutes)

Part	Subjects Name	Maximum Marks	Total No. of Qns.	Allotment of Marks
Morning Session (10.00 A.M. to 11.30 A.M.)				
1.	Business Environment and Entrepreneurship	100	50	2 marks for each correct answer
2.	Business Management, Ethics and Communication	100	50	2 marks for each correct answer
Afternoon Session (1.30 P.M. to 3.00 P.M.)				
3.	Business Economics	100	50	2 marks for each correct answer
4.	Fundamentals of Accounting and Auditing	100	50	2 marks for each correct answer

As per the above, the Foundation Programme (New Syllabus) Examination will be arranged in one day having two sessions., i.e, morning and evening sessions of 90 minutes each comprising of two subjects in each session. Further, the number of questions in each subject will be 50 having two marks each and there won't be any negative marks for wrong answers.

Accordingly, the next Foundation Programme (New Syllabus) Examination will be held in June 2013 as per the following schedule:

Foundation Programme Examination (New Syllabus)
Time -Table and Programme

Day and Date of Examination: Saturday, 1st June 2013	Morning Session Examination (Timing: 10.00 A.M. to 11.30 A.M)
Part	**Subjects**
I	Business Environment and Entrepreneurship
II	Business Management, Ethics and Communication
Afternoon Session Examination (Timing: 1.30 P.M. to 3.00 P.M)	
III	Business Economics
IV	Fundamentals of Accounting and Auditing

B. FOUNDATION PROGRAMME EXAMINATION(OLD SYLLABUS)

Time -Table and Programme	
Date & Day	**Morning Session (9.00 A.M. to 12.00 Noon.)**
06.06.2013 Thursday	English and Business Communication
07.06.2013 Friday	Economics and Statistics
08.06.2013 Saturday	Financial Accounting
09.06.2013 Sunday	Elements of Business Laws and Management

5. NEXT EXAMINATION IN JUNE 2013

Next CS OMR Based Foundation Programme (New Syllabus) Examination will be held on Saturday the 1st June, 2013 and the Foundation Programme (Old Syllabus) Examination will be held from Thursday, the 6th June, 2013 to Sunday, the 9th June, 2013 (as per Examination Time-Table and Programme given above) at the 84 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ajmer, 4. Allahabad, 5. Alwar, 6. Ambala, 7. Aurangabad, 8. Bangalore, 9. Bareilly, 10. Bhilwara, 11. Bhopal, 12. Bhubaneswar, 13. Bikaner, 14. Calicut, 15. Chandigarh, 16. Chennai, 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. Gorakhpur, 28. Gurgaon, 29. Guwahati, 30. Hisar, 31. Hooghly, 32. Howrah, 33. Hubli-Dharwad, 34. Hyderabad, 35. Indore, 36. Jabalpur, 37. Jaipur, 38. Jalandhar, 39. Jammu, 40. Jamshedpur, 41. Jodhpur, 42. Kanpur, 43. Kolhapur, 44. Kolkata (North), 45. Kolkata (South), 46. Kota, 47. Kottayam, 48. Lucknow, 49. Ludhiana, 50. Madurai, 51. Mangalore, 52. Meerut, 53. Mumbai (CG), 54 Mumbai (GTK), 55. Mumbai (JOG), 56. Mysore, 57. Nagpur, 58. Nasik, 59. Navi Mumbai, 60. Noida, 61. Panaji, 62. Patna, 63. Puducherry, 64. Pune, 65. Raipur, 66. Rajkot, 67. Ranchi, 68. Salem, 69. Shimla, 70. Siliguri, 71. Sonepat, 72. Srinagar, 73. Surat, 74. Thane, 75. Thiruvananthapuram, 76. Thrissur, 77. Tiruchirapalli, 78. Udaipur, 79. Vadodara, 80. Varanasi, 81. Vijayawada, 82. Visakhapatnam, 83. Yamuna Nagar (Haryana) and 84. Overseas Centre - Dubai.

NOTES:

1. Last examination for Foundation Programme under Old Syllabus will be held in June, 2013 and effective from December, 2013 session, all Foundation Programme (Old Syllabus) students will be automatically switched over to the New Syllabus.

2. The address of examination centres for June 2013 will be hosted on the website of the Institute for information of all concerned by 3rd week of May 2013.

3. Hisar Centre on experimental basis.

4. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.

5. Please note that no request for change of examination venue will be entertained in respect of a particular city where multiple examination venues exist.

6. Candidates should note that non-downloading of e- result-cum-marks statement, non-receipt/delayed receipt of response to result queries, 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.

6. 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.

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

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

Candidates carrying with them the banned item(s) shall not be allowed to enter in the examination Hall/Room/premises. Any candidate found in possession of such banned items in the examination hall/room/premises shall be 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 and thereby expulsion from the examination.

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.

8. HINDI AS AN OPTIONAL MEDIUM FOR WRITING FOUNDATION PROGRAMME EXAMINATION

(i) 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) Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation Programme (Old Syllabus) examination (except 'English and Business Communication' paper), which is required to be compulsorily answered in English only;

(iv) Foundation Programme (Old Syllabus) 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;

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

(vi) 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;

(vii) Candidates opting Hindi Medium for the examination must darken the relevant circle for medium of writing i.e. Hindi, on the cover page of the Answer Book 1 and 1B as the case may be.

(viii)Candidates opting Hindi Medium may, if they so desire, write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English also;

(ix) Candidates who opt Hindi as a medium for the Foundation Programme examination (New Syllabus) would be supplied Question Paper Booklet printed both in English and Hindi version except for Business Management, Ethics and Communication paper for which the question paper will be given in English language only.

(x) The OMR Answer Sheet will be provided in English language only; and

(xi) If any candidate fails to indicate the option for the examination in his/her Examination Form, English language will be taken as the option by default.

9. IMPORTANT INSTRUCTIONS TO EXAMINEES - FOR FOUNDATION PROGRAMME (OLD SYLLABUS)

Candidates enrolled for appearing in June 2013 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, date and timing of examination, medium of examination, particulars of examination venue, details of paper wise exemption granted, etc. In case of any discrepancy, the same may be brought to the Notice of the Institute immediately through e-mail **enroll@icsi.edu** Telephone Number(s) 0120-4522081-86.

(ii) Candidates are required to bring daily to the Examination Hall their Admission Certificate and Student Identity Card in every session 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 at the top left hand side on the concerned page of the answer book, [e.g. ANS. TO Q. NO. 3(a) or 3(a) (i), as the case may be]. 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 Hall/Room/premises will be deemed to have willfully infringed the "Instructions to Examinees" amounting to misconduct and liable to be expelled;

(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 any other candidate or the staff deployed for the conduct of examination shall be viewed seriously and severely punished;

(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 there from shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.

10. IMPORTANT INSTRUCTIONS TO EXAMINEES - FOR FOUNDATION PROGRAMME (NEW SYLLABUS) - OMR BASED EXAMINATION

FOUNDATION PROGRAMME EXAMINATION UNDER THE NEW SYLLABUS IN OMR SYSTEM WOULD BE HELD ON 1ST JUNE 2013. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND FOLLOW THEM IN TRUE LETTER AND SPIRIT FOR APPEARING IN THE EXAMINATION.

General Instructions

1. Immediately after taking the print-out of the Admission Certificate, every candidate is advised to verify all the particulars mentioned in his/her Admission Certificate, i.e., his/her Name, Photograph, Registration Number, Address, Examination Centre, Dates and Timings of Examination, Medium of examination , etc. In case of any discrepancy, the same may please be brought to the notice of the Institute immediately through e-mail at: **enroll@icsi.edu** Telephone No.(s) 0120-4522081-86.

2. Candidates are advised to carefully go through the "Instructions to Examinees" for their strict compliance. Since the particulars mentioned by the candidates on the OMR answer sheet are to be read by a machine for result processing activities, any wrong information mentioned therein may affect the result of the candidate adversely and for that the Institute will not take any responsibility for rectifying such mistake(s).

3. Candidates are required to carry with them (i) Admission Certificate; and (ii) Student Identity Card to the Examination Centre in every session for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.

4. Candidates are advised to ensure that they are in possession of a valid Identity Card (Green Coloured Authenticated Identity Card sent by post by the Institute OR the downloaded Student Identity Card from **www.icsi.edu** duly attested by the authorized officials). In case of any difficulty in downloading the Identity Card, the students may approach the designated Regional / Chapter Office OR Headquarters for duplicate Identity Card. For any reason, if some of the candidates are not holding the Identity Card due to technical/ practical problems, they may bring any other Photo Identity Card issued by the Government Departments viz. Passport, Driving License, PAN Card, UID Aadhar Card, Voter Card, etc. to establish their identity vis-à-vis the particulars appearing in the Enrollment Details / Attendance Sheet. The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall and while taking candidate's signature on the Attendance Sheet. Accordingly, each candidate must show his/her Admission Certificate and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.

5. In case, due to any reason, the downloaded Admission Certificate does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admission Certificate and get it attested by gazetted officer/member of ICSI, etc. and also bring Student Identity Card/other documents as specified above, as identification proof and also one identical photograph for submitting to the Superintendent of Examination Centre.

6. Candidates are required to report at the Examination **Hall 20 (twenty) minutes** before the time specified for the commencement of each examination and occupy their allotted seats in Examination Hall. No candidate shall be allowed to enter into the Examination Hall **after the expiry of 15 minutes** of the commencement of examination and no candidate shall be permitted to leave the Examination Hall until the expiry of first 45 minutes of the commencement of the examination in each session.

7. Candidates who opt Hindi as medium for Foundation Programme examination would be supplied Question paper booklet printed in English with Hindi translation except for Business Management, Ethics and Communication paper for which question paper booklet printed in English only shall be provided. However, the OMR answer sheet for all the subjects shall be provided in English language only.

8. Candidates are allowed to use their own battery operated, noiseless and cordless pocket calculator with not more than 6 functions, 12 digits and 2 memories. Use of programable, scientific or printing model of calculators or calculators not conforming to above specifications shall not be permitted. Borrowing or exchange of calculators or any other item/material shall not be permitted in the Examination Hall.

9. On receipt of Question Paper Booklet, first of all, every candidate must write his/her Roll Number on top of Question Paper booklet at the specified space on the front page. Further, every candidate is required to satisfy himself/herself that he/she has received correct and complete Question Paper Booklet and also verify it with reference to the Examination Time-Table & Programme and see that the total number of questions and printed pages as mentioned on the front page of the Question Paper Booklet are in order/complete in all respects. In case of any discrepancy, the Question Paper booklet shall be replaced immediately.

10. Candidates are required to sign on the Attendance Sheet and darken the appropriate circle for each session of examination. Candidates should ensure that their name, photograph and signature are correctly printed and they have correctly signed and darkened the circle against their respective Roll No. in the Attendance Sheet corresponding to the particular session of examination.

11. Every candidate is compulsorily required to appear in all the subjects (Parts) for which he/she was enrolled. In case any candidate remains absent in any subject(s)/(Part(s)) due to any reason, whatsoever; he/she shall be summarily declared fail. However, in case a candidate who has been granted exemption in any one subject of Part I and II (in the Morning Session) or Part III and IV(in the Afternoon Session) of the paper as the case may be, he/she is required to answer only those questions in the relevant subject (Part) in which he/she is enrolled and leave the examination hall/room on the expiry of 45 minutes of the commencement of the examination after handing over the OMR Answer Sheet to the invigilator on duty. Further, in case a candidate has been granted exemption in Part I and II (Morning session) or Part III and IV (Afternoon session) , he/she is required to appear only in the relevant subjects of Part I and II or Part III and IV as the case may be, for which he/she is enrolled.

12. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programable Calculator, Laptop, Palmtop, or any other communication device or gadget in the Examination Hall/Room. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall, he/she could be searched/ frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.

13. The Superintendent of Examination has absolute power to expel a candidate from the Examination Hall if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall/Room or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threaten or blackmail any person connected with conduct of examination. A candidate so expelled must, before leaving the Examination Hall/Room, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she will not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country, and particulars of such candidates or cases will be suitably notified in the Institute's official bulletins.

Specific Instructions

14. The candidate must write his/her allotted six digit Roll Number as printed on the Admission Certificate in the boxes provided on the OMR Answer Sheet and darken the appropriate circles. The Roll Number should also be written in words in the allotted space. Candidates are advised to carefully fill-up the particulars/darken the boxes/circles such as, date of examination, Question Booklet No, Question Booklet Code i.e. A or B or C or D as the case may be, Centre Code, etc. with blue or black ball-point pen only. Candidate should also write his/her roll number on Question paper booklet at the space provided for. Candidate should not write his/her name, registration number and also not make any noting/scribbling on the OMR Answer sheet and Question paper booklet except in the space provided for rough work in the question paper booklet.

15. Each candidate will be given Question paper booklet printed in English. However, candidates who opt Hindi as medium for the examination would be supplied questions printed in English with Hindi translation except for Business Management, Ethics and Communication paper. Candidates will be given one OMR answer sheet in English language only for each session. The candidate is required to return the OMR answer sheet at the conclusion of each session of examination. Candidates are allowed to take away the Question paper booklet along with them while leaving the examination hall.

16. The Question paper booklet of each session has been divided into two Parts, (i.e. Part I & II and Part III & IV) for the respective subjects and each Part contains 50 (fifty) objective type multiple choice questions of two marks each. In other words, the Question paper booklet comprising of Part I & II for the Morning session and Part III & IV for the Afternoon Session will contain 100 objective type multiple choice questions of two marks each having four options for the answer. The serial numbers corresponding to the question numbers given in the question paper booklet are printed in the OMR Answer Sheet. For each question, four options i.e. A, B, C and D are given in the Question paper booklet. The candidate is required to select one amongst the options as his/her right answer and darken that circle i.e. A or B or C or D as the case may be, to be the answer in the OMR answer sheet with blue/black ball point pen only. The answer should be marked as under:

Example:

For Question No. 23, if a candidate feels that the correct answer is B, the circle in the OMR Answer Sheet should be darkened as under:

Correct method:

23. Ⓐ ● Ⓒ Ⓓ

Incorrect method(s):

23. Ⓐ ● ● Ⓓ
23. Ⓐ ◉ Ⓒ Ⓓ
23. Ⓐ ⊙ Ⓒ Ⓓ
23. Ⓐ ⊘ Ⓒ Ⓓ
23. Ⓐ ⊗ Ⓒ Ⓓ

17. Candidate has no option to change/alter/erase the answer once he/she has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number he/she is advised to ensure the correctness/authenticity of the answer. Use of white/correction fluid, eraser, blade, etc. is not allowed on the OMR answer sheet.

18. Candidates are also advised not to write anything on the Admission Certificate, Student Identity Card, Question Paper, etc. (except their Roll Number and tick mark [✓] for the questions attempted).

19. Candidates should not open the seal of the Question Paper booklet before the time specified for the commencement of the examination.

20. Candidates must not write any irrelevant matter, any sort of appeal, criticism of question paper, salutation or invocation to God, etc., on the OMR answer sheet.

21. No candidate should leave or will be allowed to leave the Examination Hall (i) until the expiry of 45 minutes of commencement of examination (ii) without signing and darkening the appropriate circle in the Attendance Sheet; and (iii) without properly handing over his/her OMR answer sheet to the Invigilator.

22. Two marks will be awarded for each correct answer. However, no marks will be deducted for any wrong answer. Questions not answered or circle not darkened or multiple circles darkened for a question will not be awarded marks.

23. Any answer marked or darkened in the question paper booklet will not be taken cognizance of and no marks will be awarded.

24. Candidates may bring a clean (without any writing) clip board/card board so as to avoid any difficulty in darkening the circles in OMR answer sheet as the desks provided in the examination hall sometimes may not have even or smooth surface.

25. Any candidate attempting to copy or found copying or referring to any printed/handwritten material, notes, books, etc., or exchanging notes or answer scripts with any other person or copying from the work of another candidate or allowing any other candidate to copy/refer to his/her work, helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination will be viewed as misconduct in the examination. Similarly, any candidate found consulting, talking, referring books/notes, whispering with any person in the Examination Hall or in the corridor/toilet within the centre premises during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations of the Institute.

26. No candidate, without specific permission of the Superintendent/Invigilator, shall leave his/her seat during the course of examination. It shall be the personal responsibility of the candidate concerned appearing in the examination to properly fill-up all relevant particulars in the OMR Answer Sheet. On completion of examination or expiry of the prescribed examination timing, the OMR answer sheet, even if the same is blank must at once be handed over to the Invigilator on duty in his/her Room/Hall and the Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of having handed over his/her answer sheet. The Superintendent of Examination Centers have been advised to issue acknowledgement in the aforesaid manner through the Invigilators, for submission of OMR answer sheet by the candidates.

27. Any representation regarding omission to hand over the OMR answer sheet or not obtaining the acknowledgement from the Invigilator for handing over the same for any reason whatsoever, shall not be entertained after the examination in that paper/session is over and disciplinary action as deemed fit will be taken against the candidates.

Infringement of any of these instructions may render the candidates liable for disciplinary action which could lead to cancellation of results of the examination and/or studentship registration under the Company Secretaries Regulations, 1982, as in force.

Note: Before filling up particulars/darkening the boxes/circles on the OMR answer book, candidates are advised to carefully go through the 'INSTRUCTIONS TO CANDIDATES" given on: (i) the front page as well as reverse side of OMR Answer Sheet and (ii) the cover page of Question Paper Booklet.

SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING OF MOBILE PHONE, ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION HALL/ROOM/PREMISES.

Specimen copy of the OMR Answer Sheet shall be hosted on the website of the Institute under 'Examination Section'.

ADOPTION OF UNFAIR MEANS

While considering matters concerning conduct of Institute's December, 2012 examinations, the Examination Committee found two Examinees bearing Roll No.(s): (i) 103939 (Regn. No.112990043103/2012 - OMR Based Foundation Programme Examination (New Syllabus)] and; (ii) 201402 (Regn. No.210658669/07/2010 - Foundation Programme Examination (Old Syllabus) guilty of adopting unfair means in the examinations. Accordingly, the Committee - (a) cancelled the results of their appearance in December, 2012 Examinations; and (b) debarred them from appearing in next one/two sessions of examination. 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/-

(Sutanu Sinha)

Chief Executive

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	ankur.aggarwal@icsi.edu
2.	NON-RECEIPT OF STUDY MATERIALS	anju.gupta@icsi.edu
3.	PAPER-WISE EXEMPTION	exemphon@icsi.edu
4.	NON-RECEIPT OF STUDENT COMPANY SECRETARY / FOUNDATION COURSE BULLETIN	ankur.aggarwal@icsi.edu
5.	CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER AND OTHER PARTICULARS	ankur.aggarwal@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	meenakshi.gupta@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	niranjan.sarkar@icsi.edu
22.	REFUND OF FOUNDATION / EXECUTIVE REGISTRATION FEE	vk.ratra@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.	10+2 PASSING CERTIFICATES (STUDENTS WHO HAVE APPLIED PROVISIONALLY IN FOUNDATION)	prov.reg@icsi.edu
33.	ANY OTHER QUERY (SPECIFY)	ashvini.srivastava@icsi.edu
34.	REGARDING FILLING THE EXAMINATION FORM	enroll@icsi.edu