CS FOUNDATION COURSE
BULLETIN

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*)

"Believe in your dreams and they may come true; believe in yourself and they will come true"

— Anonymous

Dear Students,

The move from school to the professional world - a world of technical learning, proactive thinking and positive attitude - is a milestone in any student's life. Being professional is being self disciplined. The early you understand the importance of being self disciplined, the better would be your chances to be a successful professional. What it would entail is more regular studies in a structured way. Reading success stories and autobiographies of successful people, would be of tremendous value addition in shaping a professional personality and attitude. Yet there is no substitute for finest soft skills, so fine tune your communication, presentation and other soft skills.

In this direction, you need to familiarise with all the facilities the institute provides to its students like library, oral coaching, study inputs, website, e-learning, etc. You must also attend and actively participate in various student development programmes being organized by local Chapters and Regional Councils. It will provide a fairly good exposure on contemporary developments and help sharpen your skills and provide you an opportunity to interact with experts thereby building your confidence.

Not the least, the highs and lows of the journey towards becoming a professional is an unforgettable and treasured experience, move up the learning curve to be the most successful professional.

Given below are 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.

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 July & August 2008 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

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

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation examination held in June, 2011 and registered up to and including **31st August 2011** would be eligible to appear in both modules of the Executive Programme to be held in **June 2012** and candidates who would be seeking registration on or before **30th November 2011** are eligible to write only one module in June 2012 examination of the Executive Programme subject to completion of postal/oral tuition, compulsory **Computer Training and Student Induction Programme (SIP)**. The blank application Form "REG" for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 70/- (including postage). The fee for seeking registration for Executive Programme is **Rs. 6500/-** payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Fee may be paid in cash also at the Institute's Noida office or its Regional Offices. The admission in Executive Programme can also be taken through online services of institute at *www.icsi.in*

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

IDENTITY CARDS

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

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

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

E-MAIL ADDRESS OF THE STUDENTS

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

Name　　　　　　:
Admission No.　　:
E-Mail id　　　　:

UNIFORMITY IN SIGNATURES

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

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

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

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

Name　　　　　　　　　　　　　　　:
Details of Fee paid　　　　　　　　　:
Admission No.　　　　　　　　　　　:
Email Address　　　　　　　　　　　:
Complete Postal Address with Pin code　:

CANCELLATION OF PROVISIONAL ADMISSION

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

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

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

FACILITY OF POSTAL / ORAL COACHING

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

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

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

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

CHANGE OF ADDRESS

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

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

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

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

Yours sincerely,

Date : 09-11-2011

Place: New Delhi

(N.K. JAIN)

ENGLISH AND BUSINESS COMMUNICATION

"NOUNS"[1]

The word "noun" comes from a Latin word *"nomen"* which means "name," and nouns are really how we name people, places and things. Nouns are naming words. Everything we see or are able to talk about is represented by a word which names it - that word is called a 'noun'. Nouns are usually the first words which small children learn. A noun is a word used to name a person, animal, place, thing, and an abstract idea.

The bold letters in the following sentences are nouns:

● **People** like to go to the **beach**.
● **Mohan** passed the **test**.
● My **parents** are traveling to **Singapore** next **month**.

Therefore nouns can be: Reema, lady, cat, India, Canada, room, school, cricket, reading etc.

The following are the various types of nouns:

1. **Abstract Nouns:** An abstract noun is a type of noun that refers to something a person cannot physically interact with. In simple words, our five senses cannot detect this group of nouns. We cannot see them, hear them, smell them, taste them, or feel them. An abstract noun is a noun that names an idea, not a physical thing. For example, **Love** is an abstract noun.

Examples:

Hope, interest, peace, ability, success, knowledge, trouble, bravery, intelligence etc.

2. **Concrete Nouns:** Concrete nouns are something physical. This category of noun can be experienced with our five senses: we can see them, hear them, smell them, taste them, and feel them. A concrete noun is a noun that names a physical thing. For example, **Ice cream** is a concrete noun.

Examples:

Boy, table, floor, coffee, beach, king, rain, children, dog, pencil, computer, professor, student, house etc.

3. **Common Nouns:** A common noun is a noun that refers to a person, thing and place. A common noun is a noun that names a general thing, and not a specific thing. For example, **Cat** is a common noun.

Examples:

House, dog, computer, boy, girl, city, country, company, planet, location, war, chair, country, waiter etc.

4. **Proper Nouns:** A proper noun has two distinctive features: 1) it will name a specific [usually a one-of-a-kind] item, and 2) it will begin with a capital letter no matter where it occurs in a sentence. In simple words, a proper noun is a noun that indicates the specific name of a thing. For example, **Ita** (cat's name) is a proper noun.

Examples:

Mohit, Reena, London, Sweden, Google, Earth, Eiffel Tower, Civil War, January, Sunday etc.

5. **Countable Nouns:** Countable nouns are easy to recognize. They are things that we can count. Therefore a countable noun is a noun that indicates something you can actually count. For example: "pen". We can count pens. We can have one, two, three or more pens. A countable noun has both a singular and a plural form, and it can be used with the indefinite articles (a/an).

Examples:

Window, teacher, tree, lion, eye, cloud, pencil, heart, movie, cup, note, coins, table, chair, bottle etc.

6. **Uncountable Nouns:** Uncountable nouns are substances, concepts etc that we cannot divide into separate elements. An uncountable noun is a noun that indicates something you cannot count. For example, we cannot count "milk". We can count "bottles of milk" or "litres of milk", but we cannot count "milk" itself. An uncountable noun has only one form (no plural), and it cannot be used with the indefinite articles (a/an).

Examples:

Furniture, advice, music, news, work, art, love, advice, luggage, electricity, gas, butter, water, information etc.

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1. Prepared by Shruti B. Gupta, Assistant Education Officer, under the guidance of Archana Kaul, Assistant Director, The ICSI.

ECONOMICS AND STATISTICS

HOW TO CALCULATE LOG AND ANTILOG USING TABLES?[2]

The Logarithm and Antilogarithm are tools used in mathematics for simplifying complicated problems which involves exponentials. For instance: To compute $10^{2.76}$, this may be used.

A logarithm of a number is the exponent by which a fixed number, the base, has to be raised to produce that number. Antilogarithm, on the other hand; is inverse of logarithm. These are commonly known as log and antilog respectively.

For example, the logarithm of 1000 to base 10 is 3,

$$\Rightarrow \log_{10}(1000) = 3$$

Because 1000 is 10 to the power 3

$10 \times 10 \times 10 = 10^3 = 1000$

More generally, if $x = b^y$, then y is the logarithm of x to base b, and is written as $\log_b(x) = y$

It may be understood better using the following table:

Number	Exponential Expression	Logarithm
1000	10^3	3
100	10^2	2
10	10^1	1
1	10^0	0
1/10 = 0.1	10^{-1}	-1
1/100 = 0.01	10^{-2}	-2
1/1000 = 0.001	10^{-3}	-3

and, the antilogarithm of 3 to the base 10 is 1000,

$$\Rightarrow \text{antilog}_{10}(3) = 1000$$

COMPUTATION OF LOGARITHM AND ANTILOGARITHM

The logarithm and antilogarithm has an application in computation of geometric mean.

Before we start with computation of logarithm and antilogarithm, we enumerate the rules of log.

Rules of Log:

1. Log (AB) = Log (A) + Log (B)
2. Log (A/B) = Log(A) - Log(B)
3. $\text{Log}(A^c) = C \text{ Log}(A)$

Logarithm:

1. Write the number in scientific notation. E.g. $345000 = 3.45 \times 10^5$
2. See the number in log table as follows. Log tables leave out decimals as they are assumed. So look up 34 in the first column and horizontally move column marked 5. The number here is 5378. Write it as .5378
3. As we see that the power to 10 is 5 we affix 5 to the left of decimal.
4. The answer to Log 345000 = 5.5378

Mathematically, it looks like this:

$$\begin{aligned} \text{Log } 345000 &= \text{Log}(3.45 \times 10^5) \\ &= \text{Log}(3.45) + \text{Log}(10^5) \quad \text{\{using rule 1\}} \\ &= 5 + 0.5378 \quad \text{\{Log}(10^5) = 5\text{Log}10 = 5\} \\ &= 5.5378 \end{aligned}$$

Relationship of Log and Antilog:

If F(X) = Log (X)

Then, $F^{-1}(X) = \text{Antilog}(X)$

Also, Antilog $(X) = 10^X$

For Instance: Antilog $2 = 10^2 = 100$

Antilogarithm:

1. Calculate Antilog (5.5378)
2. See the number in antilog table as follows. Leave out the portion to the left of decimal. So look up 53 in the first column and horizontally move column marked 7, take note of the figure and further move to right in the table with column marked 8 and add this to the previous figure obtained. The number here is 3443 + 6 = .3449 ~ .345
3. As we see that the digit before decimal that we ignored is 5 we add 1 to it and move decimal point right by that number of places. That is 6 in this case.
4. The answer to Antilog (5.5378) = 345000, which is where we originally had started from.

The answer to various problems may differ due to decimal points and slight differences in various tables.

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2. Prepared by Nandini Raj Gupta, Assistant Education Officer, under the guidance of Dr. S. K. Dixit, Director, Academics, The ICSI.

EXAMINATION

1. DECLARATION OF JUNE, 2011 EXAMINATION RESULTS

The result of Foundation Programme examination held in June, 2011 was declared on 25th August, 2011 at 11.00 A.M. As published earlier, the result alongwith individual candidate's subjectwise break-up of marks were made available on Institute's Website (*www.icsi.edu*) on 25th August, 2011 from 11.00 A.M. onwards for information of all concerned.

According to the decision taken by the Institute effective from June, 2011 session of examination onwards, 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* and the student portal *www.icsi.in* to facilitate the candidates to download the same for their reference and record. Students who have not yet downloaded their E-Result-cum-Marks Statement' are advised to download the same immediately.

2. DECEMBER, 2011 EXAMINATION

The next Foundation Programme examination will be held from Monday, the 26th December, 2011 to Thursday, the 29th December, 2011 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 - Dubai as per the Time Table & Programme given below :

TIME TABLE & PROGRAMME	
(Foundation Programme)	
Dates & Days	Morning Session (9.00 A.M. to 12.00 Noon)
26.12.2011 Monday	English and Business Communication
27.12.2011 Tuesday	Economics and Statistics
28.12.2011 Wednesday	Financial Accounting
29.12.2011 Thursday	Elements of Business Laws and Management

NOTE: 1. *Bikaner, Dhanbad, Kota, Kottayam, Navi Mumbai and Siliguri Centres on experimental basis.

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

3. Candidates who have applied for verification of marks under Regulation 46(2) of the Company Secretaries Regulations, 1982, should note that late receipt of information/out-come of their verification of marks will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or extension of time 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.

3. USE OF CALCULATOR IN EXAMINATION

Candidates are allowed to 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 will not be allowed in the examination hall.

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

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 write HINDI MEDIUM in bold letters on the top of the cover page of Answer Book No(s).1 and 1B, as the case may be; and

(vii) 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.

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

Candidates are banned from carrying with them mobile phones, pagers, digital diary, 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 item(s) to the Examination Centre premises.

Candidates carrying with them banned item may not be allowed to enter in the examination premises. If any candidate, found carrying with them such banned items in the examination hall/room 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.

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 correspondence in this regard.

6. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in December, 2011 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) on receipt of Admission Certificate (Roll No.), first of all, the candidates must verify carefully the entries appearing therein. Discrepancy or error, if any, in the Admission Certificate concerning spellings of his/her name;

examination stage and module of examination; examination centre; medium of writing the answers, subject(s) of examination in which exemption was sought/and has been granted, etc., should, at once, be brought to the notice of the Director (Students Services), ICSI, C-37, Institutional Area, Sector 62, NOIDA - 201 309 [e-mail id: enroll@icsi.edu (Tel. No.(s) 0120-4522086/4522081/4522014)] for corrective action before 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) before attempting to write answers in the answer book, each candidate must write his/her Roll No. date of examination, stage of examination, name of the subject, etc., against the relevant columns on the first page of the main answer book. On receipt of Question Paper candidate must verify its correctness and completeness and also write his/her Roll Number on top of the Question Paper at the specified space provided on the front page;

(iv) candidates are forbidden to write their name, Roll No., or any other distinctive mark inside/on any part of the answer books 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;

(v) 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;

(vi) 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;

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

(viii) 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 be] on the left-hand side margin of the answer book. Simultaneously, candidates must put a cross mark (X)/(✓) in the table provided on the cover page of the main answer book against the respective question number attempted by them.

(ix) 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;

(x) 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;

(xi) 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;

(xii) 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;

(xiii) 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;

(xiv) 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;

(xv) 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;

(xvi) 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;

(xvii) 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.

(xviii) 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;

(xix) 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

(xx) 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.

(xxi) 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.

7. HELP DESK FACILITY FOR STUDENTS' GENERAL QUERIES

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

ATTENTION STUDENTS!

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

N O T I F I C A T I O N
ICSI/CS/05/2011
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 November, 2011 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 June, 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 November, 2011** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2011

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

Dated, the 21st July, 2011

ADOPTION OF UNFAIR MEANS

While considering matters concerning conduct of Institute's June, 2011 examinations, the Examination Committee found the five examinees bearing (i) Roll No. 2145 - Foundation Programme (Regn. No.110262337/08/2010); (ii) Roll No. 34920 - Executive Programme (Regn. No. 120382442/02/2010); (iii) Roll No. 66808- Executive Programme (Regn. No. 320553687/11/2009); (iv) Roll No. 66462 - Executive Programme (Regn. No. 320567692/02/2010); and (v) Roll No. 110531 - Professional Programme (Regn. No. 420609531/02/2009 guilty of adopting unfair means in the examinations. Accordingly, the Committee - (a) cancelled their results and appearance in their respective examinations held in June, 2011; and (b) they were also debarred them from appearing in next two sessions of examination, *viz.*, December, 2011 and June, 2012.

The Committee further found the three examinees bearing (i) Roll No. 11131 - Foundation Programme (Regn. No. 2106855597/08/2010); (ii) *Roll No. 43744 - Executive Programme (Regn. No. 220927760/08/2010;* and (iii) Roll No. 44638-Executive Programme (Regn. No. 220766268/09/2009) guilty for Violation of Instructions to examinees. Accordingly, Committee also cancelled their results and appearance in their respective examinations held in June, 2011.

(*Roll No. 43744 - Result Cancelled and also debarred from appearing in December, 2011 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/-
(N.K. Jain)
Secretary & CEO

N O T I F I C A T I O N
ICSI/CS/06/ 2011

In accordance with the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as in force, the following students have been selected for award of "Merit-cum-Means Assistance" for Executive Programme and Professional Programme Courses on the basis of results of Foundation Programme and Executive Programme Examinations, December, 2010 and fulfilling the eligibility criteria:

FOR EXECUTIVE PROGRAMME

Sl. No.	Name of the student	Registration No.
1.	RAHUL JHA	120466411/02/2011
2.	MS. DIPALI NANAJI BELE	420912238/02/2011
3.	ASHISH SHARMA	120468786/02/2011
4.	MS. SANIYA RAFI	120499213/03/2011
5.	MS. TANIYA RAFI	120499260/03/2011
6.	DEEPAK KUMAR CHOUDHARY	120479265/02/2011
7.	MS. SHEENA MITTAL	221068281/02/2011
8.	NIKHIL MATHUR	221079138/02/2011
9.	MS. BHAGYASHREE J	320682671/03/2011
10.	MS. AYUSHI SINGHAL	221051914/02/2011

FOR PROFESSIONAL PROGRAMME

Sl. No.	Name of the student	Registration No.
1.	GOVIND RATHI	220813591/02/2010
2.	SRIKANTH VOOLLA	320568323/02/2010
3.	RUPESH KANODIA	120387819/02/2010
4.	RAHUL JAIN	220813671/02/2010
5.	RAVEENDRA BABU MANNEM	320564406/02/2010
6.	MS. NEETHU S	320561543/02/2010
7.	MS. SUJA K.G.	320569962/02/2010
8.	MS. ASHWINI SHANKAR BEKWAD	320581103/02/2010
9.	SUSHIL PAREEK	220820169/02/2010
10.	MS. SWATI PATODIA	120378249/02/2010
11.	MS. PAYAL MANGLA	220822545/02/2010
12.	MS. PRIYA KUMARI JAIN	220820684/02/2010
13.	ANUJ JAIN	220829287/02/2010
14.	MS. KAMANA SHUSHIL KHETAN	420721508/02/2010
15.	MS. EKTA AGARWAL	120395106/02/2010
16.	RAVI SHARMA	120388081/02/2010
17.	MS. TANISHA PAL	220812297/02/2010
18.	ARIHANT KUMAR BARDIA	120396383/02/2010

BY ORDER OF THE COUNCIL

File No.207:Exams:D/2010
Dated the 30 August, 2011　　　　　　　(CS N K JAIN)
NEW DELHI - 110 003　　　　　　　(SECRETARY & CEO)

ATTENTION STUDENTS!
(FOUNDATION PROGRAMME)

Availability of Soft Copies of Foundation Programme Study Material

The Study Material on CD ROM of each subject of Foundation Programme has been made available by the Institute at all its Regional and Chapter Offices. The students who have been registered for Foundation Programme from **1st September, 2010 onwards** may collect the above CDs (Soft Copies) from their respective Regional / Chapter Office **free of cost** on production of their Identity Card.

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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; sutanu.sinha@icsi.edu; *Website* : www.icsi.edu

RECORD RETENTION SCHEDULE FOR THE DIRECTORATE OF EXAMINATIONS (ICSI)

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

ATTENTION STUDENTS !

NEW EXAMINATION CENTRES AT BIKANER, DHANBAD, KOTA, KOTTAYAM, NAVI MUMBAI AND SILIGURI FOR CS EXAMS.

The Institute is pleased to announce opening of six new Examination Centres at **Bikaner** (RAJASTHAN), **Dhanbad** (JHARKHAND), Kota (RAJASTHAN), **Kottayam** (KERALA), **Navi Mumbai** (MAHARASHTRA) and **Siliguri** (WEST BENGAL) for conduct of 'Company Secretaries' examinations, **on an experimental basis** beginning from December, 2011 examination onwards.

Accordingly, students are welcome to opt for new examination centres- (i) **Bikaner** (Centre Code 231); (ii) **Dhanbad** (Centre Code 108); (iii) **Kota** (Centre Code 230); (iv) **Kottayam** (Centre Code 319); (v) **Navi Mumbai** (Centre Code 419) ; and (vi) **Siliguri** (Centre Code 109) in their Examination Forms for **December, 2011** examination.

IMPORTANT ANNOUNCEMENT

GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN CS DECEMBER, 2011 EXAM.

Any physically disabled student having a minimum of 40% physical disability of defect or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing or writing Company Secretaries December, 2011 examination should make a separate written request therefor mentioning complete details about his/her Name, Student Registration No., Complete Postal Address, Mobile Number, E-mail id, specifying nature and extent (in % term) of his/her permanent disability, etc., to the Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA - 201309 (U.P.) in addition to submitting his/her enrolment application for appearing in the examination together with the following supporting documents :

(i) Disability Certificate issued by the Medical Board/Head of Deptt. or Sr. Medical Officer (Specialists) of a Central or State Govt. Hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting his/her writing ability and/or the normal physical functions; and

(ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as - University, UPSC, SSC, State Public Service Commission, ICAI, ICWAI, etc., granting him/her such assistance for appearing or writing the examinations.

Please note that even the physically disabled students, who had earlier been granted facility of Writer's Help/Extra Time in the previous examination and wish to avail of such concession or assistance for writing the ensuing December, 2011 examinations are required to apply afresh giving reference of such facility granted in the past and making a separate application to The Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA- 201309 (U.P.) before the last date for submission of enrolment application for December, 2011 examination. The application for grant of Writer's Help/Extra Time should not be clubbed with any other query or correspondence.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., the candidates are not eligible to seek any concession or assistance of writer/extra time.

Intimation about grant of writer's help/extra time in normally sent 15-20 days before the commencement of each examinations.

Online Services for Students through students' portal www.icsi.in

Students of ICSI may avail following online services:

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

ii) Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, Deno-vo letter, extension letter etc.

iii) New students can submit their online registration form

iv) Students can take printout of Duplicate Identity Card

v) Students can change their address, Mobile no. and e-mail ID etc. instantly.

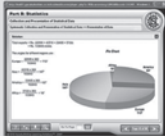# http://elearning.icsi.edu

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FOR PROMPT REPLY

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

HELP DESK OF THE ICSI

To facilitate the smooth communication of students with institute, contact details of various sections of Directorate of Students Services are given below :

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

In case of any difficulty, students may contact Shri Sohan Lal, Director (Student Services) at 0120-4522014

or write to

Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA – 201 309