

CS FOUNDATION COURSE BULLETIN



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ATTENTION STUDENTS!!
SCHEDULE OF FEES

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

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

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

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

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

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

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

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

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

Dreaming and pursuing dreams with missionary zeal is one of the strongest traits of a successful person. They chase the dreams with passion and when it becomes passion, it generates so much energy in you, that no dream, remains too big to be realised. The passion comes from faith in oneself, and when there is faith then all traits required in realising dreams come as a natural process.

Social scientists propounded the concept of Self-efficacy - the belief an individual has in his ability to accomplish a task. Great leaders of the world were not super humans they were blessed with the same resources as their peers, the difference lay in their ability to identify their potential and their passion to realise their dreams.

The faith in oneself is what acts as a catalyst setting in ripple effect to change the face of the future. A small success, succeeded by another success leads to successive successes. Such persons always work upon their abilities breaking their own records, overcoming inhibitions and setting new milestones of achievements for themselves. So my dear students my sincere advise to you is that no dream is too big to achieve, what is required is emotional attachment, passion and missionary zeal to realise the dreams. A dream realised, a goal achieved and a task accomplished gives you a sense of ownership and achievement. It generates in you tremendous sense of confidence and self efficacy - a catalyst for successive successes.

Achieving successes in this way would not only boost your motivation, self esteem but would also help you to build up on your abilities and strengths, to become a successful professional.

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

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

And those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if so desired - 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.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation examination held in December, 2010 and registered up to and including **28th February, 2011** would be eligible to appear in both modules of the Executive Programme to be held in **December, 2011** and candidates who have registered on or before **31st May, 2011** are eligible to write only one module in **December, 2011** examination of the Executive Programme subject to completion of postal/oral tuition, compulsory **Computer Training Programme** 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.

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.

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 Pincode:

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 January - February 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 **Mr. Sutanu Sinha**, Director (Academics) at the Institute's address or may send e-mail to sohan.lal@icsi.edu and sutanu.sinha@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.

THE EXAMINATION FEE IS 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 OFFICE AT NOIDA (U.P) OR ITS REGIONAL OFFICES.

FACILITY OF POSTAL / ORAL COACHING

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

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

It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/ she has attend 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 granted Accreditation to certain Colleges/Senior Secondary Schools and private Institutions - to impart Oral coaching Class for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz. 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.

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

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Course (Programme). Students admitted to CS Foundation Course (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 **Mr. Sutanu Sinha**, 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: 28-06-2011

Place: New Delhi


(N.K. JAIN)

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.

EXAMINERS' OBSERVATIONS

EXAMINERS' OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES IN DECEMBER 2010 EXAMINATION¹

The December 2010 session of the Company Secretary Foundation Programme Examination was held from 26th December 2010 to 29th December, 2010. The marks obtained position of candidates for all papers of Foundation Programme has been compiled and given in Table 'A' hereunder for the information of the candidates. Though the marks obtained position showed good performance by the candidates in most of the papers, some candidates were not able to clear the examination due to various drawbacks in their answers. Therefore, it would be beneficial for these candidates to know the general weakness/drawbacks in their answers. Although, it is not possible to give comments on each and every candidate's answer scripts, some common drawbacks based on the comments and observations noted by the examiners have been culled and given paper-wise hereunder for information of the candidates so as to enable them to overcome their deficiencies and improve their performance in the forthcoming examination.

Table - A
Statement showing the marks obtained position
of candidates in all the papers of Foundation Programme
in December 2010 Examination

Subjects	Percentage of Candidates Secured		
	40 % to 49 % marks	50 % to 59% marks	60 % and above marks
FOUNDAITON PROGRAMME			
1 English and Business Communication	16.14	31.68	35.10
2 Economics and Statistics	21.21	29.59	24.01
3 Financial Accounting	15.32	22.67	38.57
4 Elements of Business Laws and Management	20.63	34.27	20.64

1. ENGLISH AND BUSINESS COMMUNICATION

The overall performance of the candidates in this paper was fairly satisfactory. This paper is divided into two parts i.e. A & B. Part A covers essay, précis writing and general grammar whereas part B focuses more on letter writing. The performance of the candidates was good in essay writing. However they failed to construct the sentences correctly. Further candidates exhibited poor presentation skills in précis writing and reproduced the entire content from the précis passage. The word limit in case of précis writing was also not observed by most of the candidates. Most of the candidates have performed really well in letter writing.

The performance of the candidates was good in Question No.1(a) pertaining to essay writing but poor in 1(b) on précis writing. Question No.1(a)(iii) on Common Wealth Games and image of India was attempted by most of the candidates. However, a lot of grammatical errors were committed by the candidates in essay writing. In précis writing, as already mentioned candidates didn't care much about the 1/3rd word limit of the passage and reproduced the entire content from the passage only. The performance in Question No.2 was poor. The candidates committed mistakes in grammar, vocabulary and in framing correct sentences. Question No.3 was satisfactorily attempted. Part (b) of Question No.3 on giving full forms was below average. Many candidates failed to write the full form of CII and NBFC. In Question No.4, the performance of the candidates was good. Though part (a) on true or false statements was attempted correctly by most of the candidates but they failed to give correct reasoning in support of their answers. The overall performance in Question No.5 was good. However, it was observed that most of the candidates could not differentiate between a public notice and a letter. Part (iii) on show cause notice and part (iv) on drafting a goodwill letter were also poorly attempted. Question No.6 was well performed except part (i) on representation and part (iii) on finding mistakes in the letter of appointment, where majority of the candidates failed to find all the five mistakes correctly.

¹ Compiled from Examiners' Report

For improving the score in this paper, the candidates are advised to work on building their vocabulary, practice précis writing, make their grammar strong and also learn the formats of various letters and other official documentation. Candidates are further advised to read the study material thoroughly and refer to the Guideline and Suggested Answers published by the Institute and go through the financial dailies and journals.

2. ECONOMICS AND STATISTICS

The overall performance of the candidates in this paper was just satisfactory because approximately around 54% of the candidates secured 50% or more marks. It was observed that this time many candidates appeared in the examination with out adequate preparation and thorough understanding of the subject. Candidates were lacking the basic fundamentals and In-depth knowledge of the subject. Some candidates failed to assign adequate reasoning in support of their answers for correct and incorrect statements. Many candidates were not comfortable to draw required diagrams and work out statistical problems correctly because of their poor practice and lack of clarity to recall and apply the appropriate formula in a given situation. It was also observed that some candidate did not read the paper carefully and attempted all the eight questions instead of six and in most cases, these candidates could not secure even the qualifying marks. The performance of Hindi medium students was very disappointing

In Question No.1(a) in Part-A on true and false statements, majority of the candidates attempt was satisfactory. Some candidates got confused and failed to assign adequate and analytical reasoning in support of their answers to question no (a)(ii)and (v). Question No.1(b) on multiple choice answers was also well attempted but many candidates were not conceptually clear in answer to Question No.1(c) on credit creation by the commercial bank. The answers to Question No.2 were satisfactory in most of the cases except Question No.2(a)(ii) where many candidates got confused and could not make clear distinction between revenue budget and capital budget. Candidate's performance to Question No.3 was of average level. Many candidates failed to explain the concept of price mechanism in Question No.3(a) , relationship between average revenue and marginal revenue when a firm is faced with linear downward sloping demand curve in Question No.3(b) and structure of the Indian economy as a mixed economy in Question No.3(c). Question No.4 was well attempted by the majority except part (iv) of the question on liquidity and part (v) on the measures taken by the government to bring in structural reforms in Indian economy. In Part-B of the paper, Question No.5(a) on correct and incorrect statements was well attempted except in some cases where answers were not supported by proper reasoning. The part (b) of Question No.5 on multiple choice answers being a popular question was well attempted by majority of the candidates. Candidates answered Question No.6 in average manner. Some candidates failed to distinguish between 'linear correlation and non-linear correlation clearly. The performance of the candidates in Question No.7 was satisfactory. Very few candidates attempted Question No.7(iv) on Lorenz Curve correctly. Question No.8 was divided into four parts i.e. part (i) on calculation of coefficient variation, part (ii) on correlation part (iii) on computation of co-efficient of correlation and part (iv) on computation of Moving average. The attempt of the candidates was satisfactory to part (i), (ii) and (iv) in majority cases but in part (iii) there were mistakes in calculations of correlation coefficient. Some candidates could not recall the correct formula and failed to calculate correctly the coefficient of correlation. This reflects the casual approach of the candidates to appear in the main examination without thorough understanding of statistical concepts and poor practice of numerical problems.

There is sufficient scope for improving the performance in this paper. For achieving promising result, candidates are advised to stress on logical presentation, knowledge of fundamentals, correct expression, use of diagrams wherever required and read prescribed text books and other reference materials for better understanding of the subject. They are also required to practice sufficient number of practical problems on different topics in statistics so as to gain confidence and solve similar problems comfortably in the examinations. The candidates should write the answers in readable handwriting in the light of requirements of the questions and support it by logical reasoning, facts and figures and diagrams, calculation, and formula wherever required.

3. FINANCIAL ACCOUNTING

Being a practical paper, performance of the candidates was satisfactory though the candidates could have scored much better if they had attended the questions more seriously and accurately. This paper requires thorough knowledge and understanding of the subject along with lot of practice of practical problems from standard text books and suggested readings to get accurate answers.

In Question No.1 candidates could not explain clearly concepts like loss of profits insurance policy and error of principle. In Part (b) some candidates failed to give logical reasoning for their answers. In these types of questions

it is important to write correct or incorrect and then give reasoning for the same. In Question No.2 Part (b), candidates are suggested to write differences point wise and focus on the presentation. Candidates should differentiate the concept instead of writing definitions only. The part (a) of Question No.3 being multiple choice questions, performance was good. In part (b) explanations were average. It is expected to explain statements providing proper logical reasoning. Question No.4 was practical problem related to consignment account. Performance in this question was very poor. It was not attempted correctly by majority of the candidates. Candidates could not calculate abnormal loss, goods taken over and amount of commission correctly. However performance of candidates in both the parts of Question No.5 was above average. The overall performance was poor in Question No.6. The candidates were expected to pass journal entries and then make revaluation and capital accounts whereas many prepared balance sheet. Moreover calculation of goodwill was wrong in most of the cases which led to wrong preparation of capital accounts. In part (b) of Question No.7 candidates did not have clear understanding of simple concepts like journalizing bills of exchange transactions. Performance was below average in this part. Most of the candidates in part (a) of Question No. 8 could calculate depreciation correctly only for the first year. In part (b) performance was good but the presentation was not up to the mark. Very few candidates presented items in opening and closing balance sheets.

The importance of clearly presenting answers, using proper formats while solving practical problems, writing figures and amounts clearly in good handwriting is tremendous in fetching good marks. Candidates should solve all parts of the question in continuation and write question numbers visibly. Candidates are advised to take examination seriously and pay proper attention to all the topics in the syllabus.

4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

The performance of the candidates in this paper was satisfactory. This paper is divided into two parts: Part-A and Part-B. Part A deals with Business Laws, whereas Part B deals with Management. The knowledge of the legal provisions was found to be missing in most of the candidates as they wrote vague answers. Conceptual clarity and logical presentation was also found to be poor. It was further observed that the performance of candidates was better in Part A on Law as compared to Part B on Management.

Question No.1 being compulsory, was attempted by all and the performance of the candidates was also good. However, many displayed lack of clarity of thought and failed to give proper reasoning in Part (a) pertaining to true or false statements. Part (b) of Question 1 on fill-in-the blanks was also poorly attempted. The performance of the candidates in Question No.2 was satisfactory, except part (iv) where candidates could not bring out the distinction between negotiation and assignment properly. The performance in Question No.3 was average. At the same time, what came as a surprise to most of the examiner's was that CS candidates were not even aware of "provisions relating to annual general meeting" as was asked in part (i) of Question 3. Part (ii) on Hundi was also not very well attempted. Question No.4 though attempted by only a handful of the candidates was fairly well attempted. Question No.5 being compulsory was well attempted by the candidates and their performance was also good. However, part (b) on fill-in-the blanks was poorly attempted. The performance of the candidates in Question No.6 was good. Question No.7 was satisfactorily attempted by the candidates. Most of the candidates seemed unaware of the 'ZBB' concept as was asked in part (iv) of the question. The performance in Question No. 8 was below average as it was attempted by very few candidates and those who attempted gave wrong answers.

The candidates are advised to prepare seriously for the examination as better preparation and grasp on the study is the only key to scoring good marks. They should read the question paper thoroughly and follow the instructions as given therein. Further, the candidates should be very clear about the basic provisions of the various Acts and should read the fundamental concepts of management thoroughly as propounded by various experts. Read Bare Acts to have knowledge about the legal provisions. Consult Guideline and Suggested Answers of the Institute to understand as to how answers are to be written to the questions. Quote relevant legal provisions wherever necessary and write legibly. Read Chartered Secretary, Student Company Secretary, and other Corporate Journals to update your knowledge on the subject.

EXAMINATION

1. DECLARATION OF JUNE, 2011 EXAMINATION RESULTS

The results of Foundation Programme examinations held in June, 2011 are scheduled to be declared at 12.00 Noon on 25th August, 2011. The results alongwith individual candidate's subjectwise break-up of marks will be available on Institute's Website www.icsi.edu on 25th August, 2011 after 12.00 Noon onwards.

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 website of the Institute: 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.

2. VERIFICATION OF MARKS

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

The application for verification of marks duly completed in all respects should reach on or before the last date, i.e., **26th September, 2011 (25th September, 2011 being Holiday)** addressed to *The Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA - 201309 (U.P.)*. **Candidates are advised not to club any other query/matter or remittance of fees along with his/her request for Verification of Marks to facilitate an early reply.**

The response time to candidates' requests for verification of marks is normally 3-4 weeks from the date of receipt of their applications in the Examination Deptt. of the Institute. After completion of verification process, outcome of the verification of marks is hosted on the Institute's website: www.icsi.edu and the candidate concerned by entering his/her Roll No. or Student Registration Number can enquire about the status/outcome of his/her application. The candidates concerned are also individually informed about the outcome of their requests by post. However, if a candidate does not receive any communication by 20th November, 2011, he/she should write to the Joint Director (Exams.) giving relevant details - (i) his/her name; (ii) student registration number and Roll Number; (iii) stage of examination (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its dispatch; (vi) amount of verification fee and mode of its remittance, viz., Bank Draft No., date of issue of Bank Draft, Name of drawee bank; (vii) complete postal address along with PIN Code; (viii) e-mail id; and (ix) Mobile/ Telephone Number.

3. GENERAL QUERIES

Candidates should note that queries relating to: (i) admission/registration fees; (ii) filling of examination form along with requisite fee; (iii) grant/cancellation of subject wise exemption(s); (iv) Coaching Completion Certificate/Response Sheets evaluation; (v) Computer Training Certificate; and (vi) non-receipt of Pass Certificates etc., students may contact the concerned helpdesk as per details published else-where in this issue.

ATTENTION STUDENTS!

NEW EXAMINATION CENTRES AT DHANBAD AND KOTA FOR CS EXAMS

The Institute is pleased to announce opening of two new Examination Centres at **Dhanbad (JHARKHAND)**, and **Kota (RAJASTHAN)** 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) **Dhanbad (Centre Code 108)**; and (ii) **Kota (Centre Code 230)** in their Examination Forms for December, 2011 examination.

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.

**THE REGISTRATION OF NEWS PAPERS
(CENTRAL) RULES, 1956
(FORM IV : RULE 8)**

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more than one per cent
of the total capital
I, N.K. Jain, hereby declare that the particulars given above are
true to the best of my knowledge and belief.

Sd/-

N.K. JAINDate : 7th March, 2011

Signature of the Publisher

ATTENTION STUDENTS

APPEARED IN JUNE, 2011 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme Courses 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 June, 2011 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, a candidate has to apply in the prescribed form which can be downloaded from Institute's website: www.icsi.edu OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her 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 June, 2011 must get themselves registered with the Institute for the Executive Programme Course within 3 months from the date of declaration of results to become eligible for award of this financial assistance.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" will be published in the forthcoming issue(s) of "C.S. Foundation Course Bulletin" and "Student Company Secretary" Bulletin.

between 9.00 A.M. and 11.00 A.M. and in the evening from 4.00 P.M. to 6.00 P.M. Fees: Rs.3,500. For further details interested candidates may please contact the Southern India Regional Office at New No.9, Wheat Crofts Road, Nungambakkam, Chennai-600 034. Phone (044) 28279898; 28268685. E-mail: siro@icsi.edu, icsisirc@gmail.com

WESTERN INDIA REGIONAL COUNCIL

NAVI MUMBAI CHAPTER

NEW OFFICE PREMISES

W.e.f. 1.6.2011, Navi Mumbai Chapter of WIRC of the ICSI has acquired the new office space at # 30, Seawood Corner, Plot 19-A, Sector 25, Opp. Seawoods Railway Station, Nerul (East), Navi Mumbai.

NEWS & ANNOUNCEMENTS

EASTERN INDIA REGIONAL COUNCIL

Foundation Programme Oral Coaching Classes

W.e.f. 19.7.2011 the Regional Council proposes to conduct Foundation Programme Oral Coaching Classes between 11.45 A.M. and 4.00 P.M.(Monday to Thursday) at ICSI-EIRC Building, 3A, Ahiripukur 1st Lane, Kolkata-700019. Fees: Rs.2600. Registration on First Come First Served basis. For further details contact Student Services at EIRO of the ICSI, 3A, Ahiripukur 1st Lane, Kolkata-700019, Telephone No. 033-22832973 /22901065 /22816541 /22816542/ 22902178-79. E-mail: tapas.roy@icsi.edu

SOUTHERN INDIA REGIONAL COUNCIL

Foundation Programme Oral Coaching Classes for December 2011 Examinations

W.e.f. 18.7.2011 the Regional Council proposes to conduct Foundation Programme Oral Coaching Classes in the morning

FOR PROMPT REPLY

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

<http://elearning.icsi.edu>



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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	(0120) 4522061	rajni.sharma@icsi.edu
2.	Registration Status of Foundation Program	(0120) 4522061	ms.bhagawan@icsi.edu
3.	De-novo / Extension / Final Enrolment	(0120) 4522072	archana.goel@icsi.edu
4.	Paperwise Exemption / Switchover to New Syllabus	(0120) 4522074	s.hemamalini@icsi.edu
5.	Non-receipt of Registration Letter / Identity Cards / CS Foundation Course Bulletin / E-Mail Id Registration	(0120) 4522071	vk.ratra@icsi.edu
6.	Coaching Completion Certificates / Suggested Answers and Response Sheet Status	(0120) 4522074	s.hemamalini@icsi.edu
7.	Compulsory Computer Training	(0120) 4522075	premlata@icsi.edu
8.	Public Private Partnership Scheme	(0120) 4522083	ashvini.srivastava@icsi.edu
9.	Coaching / suggested answers / oral tuition / examiners (DPTS)	(0120) 4522074	sp.singh@icsi.edu
10.	Issue of Admission Certificates for Examinations	(0120) 4522085 (0120) 4522087	rahul.adhikari@icsi.edu
11.	Duplicate pass certificate of Foundation	(0120) 4522084	neelam.wadhawa@icsi.edu
12.	Transcript / Verification of Qualifications	(0120) 4522081 (0120) 4522082	siyaram@icsi.edu rajesh.sharma@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

If Undelivered, please return to:

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

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