CS FOUNDATION COURSE
BULLETIN

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

SCHEDULE OF FEES

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee Postal Tuition Fee	1200 2400	Total Fee → 3600
EXECUTIVE PROGRAMME		
Registration Fee Foundation Examination Exemption Fee Postal Tuition Fee for Executive Programme	1500 500 5000	Total Fee → 7000 (For commerce 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*)

"All great undertakings are achieved through mighty obstacles."

- Swami Vivekananda

Dear Students,

Through this communication, I have decided to share my views on a subject that is appreciated by none, yet every successful man had to pass through it, i.e. failure.

We all appear for examinations at various stages of our life to achieve a defined goal. The goal may be to become a successful professional, entrepreneur, academician, scientist, so on and so forth. The result of the hardwork put in by us before appearing for the examination may not always be in our favour or up to our expectations. Here, I am referring to the situation in which we are faced with failures. Every time we fail, we move one step closer to success. Franklin Roosevelt had many failures throughout his life, yet he was able to overcome them with fortitude and tenacity. So my advice to you is to embrace failure as an essential component of success, because, every failure teaches us a lesson to achieve success and sustain success.

Failures are a reality of life; expecting to sail through every situation without a hiccup is unrealistic. Avoiding failure also prevents us from focusing on gaining the resiliency needed to cope with it, a vital element of bouncing back.

Even though a failure cannot be undone, there is always an element of learning. How you handle failures depends upon your attitude. Forget about how other people view you. Allow each failure to serve as an opportunity to strengthen your determination in the face of criticism. This is a far more positive and self-sustaining response. Treat each failure as a gift of learning what not to do in the future. There, might also be the case that you have made the failure seem worse than it is; partial failure is also partial success and you should draw out what was successful and build upon that. That is the perception you need to have to be successful. Remember Thomas Edison, Franklin Roosevelt and many more who find their place in annals of world history through mighty obstacles.

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

NEW SYLLABUS FOR FOUNDATION PROGRAMME

The Foundation Programme being the entry level to the Company Secretaryship Course and gateway to the profession of Company Secretaries, I am pleased to inform you that the Council of your ICSI has approved the new syllabus for the Foundation Programme.

OMR BASED EXAMINATION FOR FOUNDATION PROGRAMME

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

VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 03 years period for the validity of Foundation Programme admission. Accordingly, all those students who have registered up to May 2009 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

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

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation Program examination held in December 2011 and registered in Executive Program up to and including 29th February 2012 would be eligible to appear in both modules of the Executive Program to be held in December 2012 and students who will take registration in Executive Program between 1st March 2012 to 31st May 2012 will be eligible to write only one module in December 2012 examination of the Executive Programme subject to completion of postal/oral tuition, SIP and compulsory Computer Training Programme.

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

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

IDENTITY CARDS

Candidates admitted to the CS Foundation Programme are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. 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 update the same on students portal www.icsi.in by putting their login ID & password., which will facilitate quick and economical communication from the Institute's side.

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 January - February 2012 have already been supplied the Study Material. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Mr. Sohan Lal, Director (Students Services) at the following address; "ICSI House" C-37, Sector- 62, NOIDA (U.P) - 201 309, without further delay and for all academic guidance students may write to Dr. S K Dixit, Director (Academics) at the Institute's address or may send e-mail to sohan.lal@icsi.edu and sudhir.dixit@icsi.edu. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

FACILITY OF POSTAL / ORAL COACHING

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

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

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

CHANGE OF ADDRESS

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

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

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

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

24 HOURS CS HELPLINE

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

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

IMPORTANT

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

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

Yours sincerely,

(N K JAIN)

Place: New Delhi

ENGLISH AND BUSINESS COMMUNICATION

NEWLY INTRODUCED WORDS IN ENGLISH[1]

The world is moving fast and so is English language. One of the features of this language is this that it quickly adapts to the changing world. New words enter English from every area of life where they represent and describe the changes and developments that take place from day to day.

Here is a list of some words and expressions that have been coined in recent years:

WORD	MEANING
Affluenza	A blend of 'affluence' and 'influenza'. A social disease resulting from extreme materialism and excessive consumerism: earning more money and consuming more, which can lead to overwork, debt, stress, anxiety, etc.
Agritourism	A form of tourism in which tourists stay on farms or in agricultural villages, and often participate in farm activities.
Audiophile	Person who loves and collects high-quality audio equipment.
Breadcrumbing	A navigation technique which helps users by displaying a list of links to the pages they have visited when exploring a website.
Busking	Performing on the streets and other public places, while soliciting donations.
Buzz	Excited interest or attention surrounding, for example, a new invention, a recent event or something that has become fashionable.
Buzzword	A new word or expression that is commonly used in specialized work environments or age-groups, and has become fashionable. Terms used in advertising can often convert into buzzwords and become widely used.
Carjacking	Blend of 'car' and 'hijacking' When a car driver is forced to give up his vehicle or drive to a destination designated by the attacker.
Chatroom	Areas on the internet where people can communicate by exchanging typed messages.
Chick lit	Books, usually featuring female characters, written by women on contemporary themes and issues that appeal more to women than to men.
Citizen journalism	News collected and reported by ordinary people, especially through the use of blog software.
Cloud computing	A computing service which enables access to a shared pool of resources (servers, data storage, applications, etc.) over the Internet. For example, users can access and use tools or applications through a web browser without having to install them on their computers.
Content farm	A website that publishes large amounts of low-quality content, or content copied from elsewhere, in order to attract visitors and improve its search-engine rankings.
Copyleft	Opposite of copyright. Whereas copyright imposes restrictions on the distribution of a work or publication, copyleft eliminates restrictions and allows freedom of use for all.
Cot potato	Very young child who spends a lot of time watching television. (cot = a baby's bed)
Couch potato	A person who spends a lot of time sitting in front of the television.
Daycation	A trip or short vacation which lasts only one day - daycationers do not stay away overnight.
Decruitment	A word for laying-off staff or downsizing a company.
Docusoap	Blend of 'documentary' and 'soap'. A 'docusoap' is a reality television programme in the style of a documentary.
Dramedy	Combination of 'drama' and 'comedy'. A film, play or TV programme that mixes drama and comedy.
Earworm	A tune that keeps repeating itself over and over again in our heads.
E-cruitment	Online recruitment of employees, including online submission of resumes and cover letters.
Elancer	A professional person who works from home and provides services on the internet.
Emoticon	A blend of 'emotion' and 'icon'. A symbol, used in email messages, which is made out of punctuation marks and resembles a human face.
E-piracy	Electronic piracy Illegal downloading of material found on the internet (films, music, etc.)

WORD	MEANING
E-stalk	To stalk (follow) someone using Internet searches and email.
E-waste	Electronic material and devices that have been thrown away.
Fashionista	Person who dresses according to the latest fashion trends.
Flame war	A period during which angry or rude email messages are exchanged.
Flash mob	A crowd that gathers in a pre-determined place, performs an action then disperses very quickly. The mob is not told exactly what to do until just before the event.
Flexitarian	A vegetarian who sometimes eats meat or fish.
Freemale	A woman who is happy to stay single and independent so that she can do what she wants when she wants.
Flightmare	Blend of 'flight' and 'nightmare'. Unpleasant air travel experience (lost luggage, missed connections, etc.)
Foodoir	A blend of 'food' and 'memoir'. An account of someone's life or personal experiences, with a strong emphasis on food, often including recipes and cookery advice.
Funemployed/ Funemployment	A blend of 'fun' and 'unemployed'. Someone who enjoys not having a job because they have more time for leisure and fun activities.
Funkinetics	A form of energetic step aerobics that mixes exercise and soul music.
Glamping	Blend of 'glamour' and 'camping'. Luxury camping: sleeping in the open but with every comfort including cooking equipment.
Greycation	Going on holiday or vacation with grandparents in order to reduce the cost.
Guesstimate	Blend of 'guess' and 'estimate'. A rough estimate without any claim of accuracy.
Hacktivist	A person who manipulates information on the internet in order to transmit a message, usually political.
Hoody or hoodie	A person, especially a youth, wearing a hooded top.
Hotspot	Location in which wireless Internet access is available for example airports, hotels, train stations, etc.
Infomania	Constantly checking and responding to email and text messages.
Infotainment	Blend of 'information' and 'entertainment'. Online services connected to information and leisure activities.
Jumbrella	Blend of 'jumbo' and 'umbrella'. Very large umbrella set above tables outdoors at a coffee shop, pub or restaurant.
Locavore	A person who only eats food produced locally.
Mailbomb	To deliberately try to disrupt another computer system by sending massive amounts of email to it.
Meritocracy	The idea that merit and individual effort determine one's success rather than wealth or birth.
Netiquette	Blend of 'network' and 'etiquette'. Set of rules governing appropriate behaviour and courtesy on the internet.
Netizen	Blend of 'internet' and 'citizen'. A person who spends an excessive amount of time on the internet.
Nevertiree	A person who continues to work after they have reached the age of retirement.
Newbie	A new member of any group, community, or activity.
Nonliner	Someone who rarely or never uses the Internet, usually because they cannot access it.
Noogler	New Google employee.
Notspot	An area where there is slow Internet access or no connection at all.
Noughties	The years between 2000 and 2009 which contain a 'nought' (zero), in the same way as other decades are called the 'thirties', 'sixties', etc .
Offshorable	Something that can be done or produced in another country, especially at reduced costs.
Optics	The way a situation appears to the general public, or the impression it gives.
Outernet	Traditional media (newpapers, magazines, radio, television) as opposed to the internet.
Overparenting	Being excessively protective of one's children in order to guarantee their safety and ensure their success in life.
Oversharing	Providing too much information on the Internet (credit card details, personal information, etc.) especially through social network sites.

Term	Definition
Overworking class	A segment of today's working population where there is a desire or need to work long hours.
Password fatigue	Being tired of having to remember a large number of passwords for different electronic devises.
Quintastic	A blend of the adjective 'fantastic' and the prefix 'quin'. An informal way of referring to a person who is aged fifty or over but remains smart, energetic and successful, especially someone famous.
Recessionista	Popular new term for a person who succeeds in dressing stylishly on a tight budget.
Road rage	Aggressive habits often resulting in violence against other drivers.
Robocall	Commercial telemarketing call which plays a recorded message.
Sandwich generation	A generation of people who care for the needs of their children as well as those of their own elderly parents.
Screenager	A young person or teenager who spends a lot of time in front of the computer screen.
Sitcom	Blend of 'situation' and 'comedy'. A drama, on television, based on humorous everyday situations.
Slumdog	Very poor, underprivileged person who lives in an overcrowded squalid area of a city called a slum.
Snail mail	The standard system of delivering mail which is very slow in contrast to electronic mail.
Sofalise/sofalize	Stay home and use the internet, phone or other electronic device to communicate with people (social networking, chatting, tweeting, etc.), rather than go out and meet them face to face.
Spinnish	The language used by spin doctors, spokes-persons, campaign managers, etc. when trying to present information in a favourable light.
Staycation	A vacation in which you stay at home and relax or visit places close to where you live.
Textual harassment	Sending text messages to mobile phones which insult or abuse people.
Tombstoning	Jumping or diving into water from a dangerously high place such as a hotel balcony, a cliff, bridge, wall, roof, etc.
Trashion	Blend of 'trash' and 'fashion'. Fashionable items created from old, used and recycled elements.
Tribal marketing	Marketing strategy which consists in using the social behaviour of certain groups ('tribes') of consumers (e.g. surfers, rappers) to promote a product or service. Very often used by clothing and accessory brands.
Upskill	Teach an employee new or additional skills.
Videophile	Person who is very interested in watching videos and making recordings, and values high-quality results.
Viral marketing	Marketing strategy that consists in encouraging people to pass along information to friends, family and colleagues through e-mail messages, blogs, video-sharing, etc., so that the marketing message spreads like a virus.
Vook	A combination of video, text, images and social streams in an electronic book.
Web rage	Anger or frustration as a result of difficulties or problems encountered when using the Internet.
Webinar	Presentation or seminar conducted over the web.
Weblish	A form of English that is used on the web (use of abbreviations, acronyms, small letters, absence of punctuation and hyphens etc.) Also known as webspeak, netspeak, internetese.
Widget	Blend of 'window' and 'gadget'. A small application or tool that can be installed and executed within a web page.
Winterval	Blend of 'winter' and 'festival'. A festival that takes place in winter.
Wordle	The words of a piece of text arranged into a sort of graphic. The more frequent a particular word appears in the text, the bigger its size in the wordle. (Also called 'word cloud' or 'text cloud'.)

ATTENTION STUDENTS !!

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

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

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

1. EFFECTIVE DATE FOR NEW SYLLABUS

(i) The new syllabus of Foundation Programme will be effective from 1st February, 2012.

(ii) There are four subjects under the new syllabus viz.
- Business Environment and Entrepreneurship;
- Business Management, Ethics and Communication;
- Business Economics;
- Fundamentals of Accounting and Auditing.

2. NEW PATTERN OF EXAMINATION

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

3. FIRST EXAMINATION

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

4. ELIGIBILITY FOR APPEARING IN THE EXAMINATIONS

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

5. OPTION TO STUDENTS UNDER EXISTING SYLLABUS

(i) Students who have registered prior to 1st February, 2012 (subject to the validity of their registration) will have option to continue with the existing syllabus till June, 2013 Session.

(ii) From December, 2013 session, all students will be automatically switched over to the new syllabus.

(iii) In other words, from December, 2012 to June, 2013 session of examination both syllabi (existing syllabus as well as new syllabus) will run parallel.

6. SWITCHOVER TO NEW SYLLABUS

(i) Students under the existing syllabus may switch over to the new syllabus. They may exercise their option to switch over to the new syllabus while filling up the examination form for December, 2012 OR June, 2013 session and no other formal request is required to be sent to the Institute for the purpose.

(ii) Students switching over to new syllabus will not have to pay any charges other than the cost of Study Materials under new syllabus, if any, to be purchased by them.

(iii) Students of existing syllabus are NOT eligible for any paper-wise exemptions on switching over to the new syllabus and they will have to appear in all the papers under the new syllabus irrespective of their performance in previous sessions of examinations or any other qualifications.

7. OTHER FEATURES

(i) Study material will have two test papers containing multiple questions, the key answers and the specimen OMR Sheet appended at the end of the study material for self study.

(ii) Students registering for Foundation Programme under new syllabus will be eligible for exemption as per the existing system, e.g., a student securing 60% or above marks will be exempted to appear in the same paper in next attempts(3) under new syllabus.

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

(iv) The examination for Foundation Programme under new syllabus will be held in two days, each day having two sessions of two hours.

EXAMINATION

1. FOUNDATION PROGRAMME EXAMINATION, DECEMBER, 2012.

The next Foundation Programme Examination scheduled to be held in December, 2012 under New as well as Old Syllabi will be held as per the following schedule :

FOUNDATION PROGRAMME EXAMINATION (NEW SYLLABUS) UNDER OPTICAL MARK READER (OMR) SCHEME

TIME-TABLE & PROGRAMME

Dates and Days	Morning Session (10.00 A.M. to 12.00 Noon)	After-Noon Session (2.00 P.M. to 4.00 P.M.)
1.12.2012 Saturday	Business Environment and Entrepreneurship	Business Management, Ethics and Communication
2.12.2012 Sunday	Business Economics	Fundamentals of Accounting and Auditing

FOUNDATION PROGRAMME EXAMINATION (OLD SYLLABUS)

TIME TABLE & PROGRAMME

Dates and (Days)	Morning Session (9.00. A.M. to 12.00 Noon)
26.12.2012 (Wednesday)	English and Business Communication
27.12.2012 (Thursday)	Economics and Statistics
28.12.2012 (Friday)	Financial Accounting
29.12.2012 (Saturday)	Elements of Business Laws and Management

2. EXAMINATION VENUES FOR DECEMBER, 2012.

The next Foundation Programme examination under Old as well as New syllabi will be held at 84 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ajmer, 4. Allahabad, 5. Alwar. 6. Ambala, 7. Aurangabad, 8. Bangalore, 9. Bareilly, 10. Bhilwara, 11. Bhopal, 12. Bhubaneswar, 13. Bikaner, 14. Calicut, 15. Chandigarh, 16. Chennai (West), 17. Chennai (South), 18. Coimbatore, 19. Dehradun, 20. Delhi (East), 21. Delhi (North), 22. Delhi (South), 23. Delhi (West), 24. Dhanbad 25. Ernakulam, 26. Faridabad, 27. Ghaziabad, 28. Gorakhpur, 29. Gurgaon, 30. Guwahati, 31. Hooghly, 32. Howrah, 33. Hubli-Dharwad 34. Hyderabad, 35. Indore, 36. Jabalpur, 37. Jaipur, 38. Jallandhar, 39. Jammu, 40. Jamshedpur, 41. Jodhpur, 42. Kanpur, 43. Kolhapur, 44. Kolkata (North), 45. Kolkata (South), 46. Kota 47 Kottayam 48. Lucknow, 49. Ludhiana, 50. Madurai, 51. Mangalore, 52. Meerut, 53. Mumbai (CG), 54 Mumbai (GTK), 55. Mumbai (JOG), 56. Mysore, 57. Nagpur, 58. Nasik, 59. Navi Mumbai, 60. Noida, 61. Panaji, 62. Patna, 63. Puducherry, 64. Pune, 65 Raipur, 66. Rajkot, 67. Ranchi, 68. Salem, 69. Shimla, 70. Siliguri 71. Sonepat, 72. Srinagar, 73. Surat, 74. Thane, 75. Thiruvananthapuram, 76. Thrissur, 77. Tiruchirapalli, 78. Udaipur, 79. Vadodara, 80. Varanasi, 81. Vijayawada, 82. Visakhapatnam, 83. Yamuna Nagar (Haryana) and 84 Overseas Centre - Dubai.

NOTE:
1. Alwar, Gorakhpur, Jallandhar, Hooghly, and Howrah Centres on experimental basis.
2. The Institute reserves the right to withdraw any centre at any stage without assigning any reason. Candidates should note that no request for change of examination venue will be entertained in respect of a particular city where multiple examination venues exist.
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

(i) The option of medium for writing the examination must be exercised each time for appearing in the examination for all remaining papers [and not for any individual paper(s)] in the enrolment application form;

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

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

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

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

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

(vii) candidates opting Hindi Medium for the examination must darken the relevant circle for medium of writing i.e., Hindi, on the cover page of Answer Book No. (s). 1 and 1(B) as the case may be;

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

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

(x) the OMR Answer Sheet for Foundation Programme Examination (New Syllabus) will be provided in English language only; and

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

5. BAN ON USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICE(S) IN THE EXAMINATION CENTRE PREMISES

Candidates are banned from carrying with them mobile phones, pagers, digital diary, Laptop, Palmtop, Scientific calculator and 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 correspond ence in this regard.

6. OMR BASED COVER PAGE OF ANSWER BOOKS (FOR FOUNDATION PROGRAMME EXAMINATION - OLD SYLLABUS).

The Institute has introduced Optical Mark Reader OMR based cover page for the Answer Books of CS main examinations. Detailed Instructions with regard to use of OMR based Answer Books are given in the "Instructions to Examinees" appended with the Admission Certificates. However, attention of the candidates is especially invited to the following for necessary compliance:

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

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

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

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

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

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

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

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

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

NOTE: Before writing the particulars on the cover page of the answer book, candidates are advised to go through the 'important instructions to candidates given at the inside cover page (page no.2) of the answer book.

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

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

(i) Immediately, after taking print-out of the Admission Certificate from the website of the Institute, every candidate is advised to verify all the facts mentioned in his/her Admission Certificate, i.e., Name, Registration Number, Address, Stage and Module of Examination, for which he/she is being enrolled, Particulars of Examination Venue, Details of Paper wise exemption granted, etc. In case of any discrepancy, the same may be brought to the Notice of the Institute immediately through e-mail enroll@icsi.edu; Telephone Number(s) 0120-4522081-86.

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

(iii) candidates will be allowed to enter into the Examination Hall 30 minutes before the time specified for the commencement of each examination and occupy their allotted seats in the examination hall. No candidate shall be allowed to enter into the examination hall after the expiry of half-an-hour of the commencement of examination.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(xviii) 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.

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

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

FOUNDATION PROGRAMME EXAMINATION UNDER THE NEW SYLLABUS IN OMR SYSTEM WOULD BE HELD ON 1ST AND 2ND DECEMBER 2012. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND FOLLOW THEM IN TRUE LETTER AND SPIRIT FOR APPEARING IN THE EXAMINATION. A SPECIMEN COPY OF THE OMR ANSWER SHEET IS GIVEN AT THE END OF THESE INSTRUCTIONS.

General Instructions

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

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

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

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

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

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

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

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

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

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

11. Every candidate is compulsorily required to appear in all the papers for which he/she was enrolled. In case any candidate remains absent in any paper due to any reason, whatsoever, he/she shall be summarily declared fail.

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

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

Specific Instructions

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

15. Each candidate will be given Question paper booklet printed in English or English with Hindi version as the case may be. Candidates will be given one OMR answer sheet in English language only for each session. The candidate is required to return the Question paper booklet together with OMR answer sheet at the conclusion of each session of examination. Candidates are not allowed to take away the question paper booklet along with them while leaving the examination hall. The copyright of the Question paper booklet and multiple choice questions contained therein solely vests in the Institute.

16. The question paper booklet of each session will contain 100 objective type questions of one mark each having four options for the answer. The serial numbers corresponding to the question numbers given in the question paper booklet are printed in the OMR Answer Sheet. For each question four options i.e. A, B, C and D are given in the Question paper booklet. The candidate is required to select one amongst the options as his/her right answer and darken that circle i.e. A or B or C or D as the case may be, to be the answer in the OMR answer sheet with blue/black ball point pen only. The answer should be marked as under:

Example:

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

Correct method

23. Ⓐ ● Ⓒ Ⓓ

Incorrect method:

23. Ⓐ ● ● Ⓓ

23. Ⓐ ◉ Ⓒ Ⓓ

23. Ⓐ ◉ Ⓒ Ⓓ

23. Ⓐ Ⓑ Ⓒ Ⓓ

23. Ⓐ ✖ Ⓒ Ⓓ

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

18. Candidates are also advised not to write anything on the Admission Certificate, Student Identity Card, Question Paper, etc. (except their Roll Number and tick mark [✓] for the questions attempted), and not to take away anything/paper(s) from the Examination Room/Hall other than their belongings, such as, Admission Certificate, Student Identity Card, and Calculator, etc.

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

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

21. No candidate should leave or will be allowed to leave the Examination Hall (i) until the examination in each session is over (ii) without signing the Attendance Sheet; and (iii) without properly handing over his/her OMR answer sheet and question paper booklet to the Invigilator.

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

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

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

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

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

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

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

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

SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING OF MOBILE PHONE, ETC., IS BANNED INSIDE THE EXAMINATION CENTRE PREMISES.

Students of ICSI may avail following online services

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

ii) Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, De-novo letter, Extension letter, Professional Program enrolment letter etc.

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

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

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

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

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

viii) Students who have already submitted their examination form and subsequently they wish to apply for any change in Exam Centre / or Module / or Medium of examination, they can also submit such requests through on-line services.

IMPORTANT ANNOUNCEMENT

GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN CS DECEMBER, 2012 EXAMINATIONS

Any physically disabled student having a minimum of 40% physical disability 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, 2012 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, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, 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, 2012 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, 2012 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 is normally sent 15-20 days before the commencement of each examination.

GRANT OF 15 MINUTES EXTRA TIME FOR READING THE QUESTION PAPERS

(ONLY FOR FOUNDATION PROGRAMME - OLD SYLLABUS)

Candidates will be pleased to note that the Institute has decided to grant 15 minutes extra time for reading the Question Papers of all the subjects of Foundation Programme (Old Syllabus), Executive Programme and Professional Programme Examinations, effective from December, 2012 Examination onwards.

Accordingly, Question papers for each subject will be distributed to the candidates 15 minutes prior to the time specified for the commencement of each examination for reading and understanding of the same. However, no candidate shall be allowed to write the answers in the Answer Book before the specified time.

ADOPTION OF UNFAIR MEANS

While considering matters concerning conduct of Institute's June, 2012 examinations, the Examination Committee found three Foundation Programme Examinees bearing Roll No.(s): (i) 104405 (Regn. No.110351141/06/2011); (ii) 107323 (Regn. No.210961962/07/2011); and (iii) 135203 (Regn. No.410514423/08/2011) guilty of adopting unfair means in the examinations. Accordingly, the Committee - (a) cancelled the results of their appearance in June, 2012 Examinations; and (b) debarred them from appearing in next one/two session(s) of examination. The Committee further observed that such an unbecoming behaviour was not befitting the aspirants intending to join the profession of 'Company Secretaryship' and, therefore, any such attempt to indulge in unfair practice by the examinee(s) shall be viewed seriously.

Sd/-

(N.K. Jain)
Secretary & CEO

OMR ANSWER SHEET
(USE BLUE/BLACK BALL POINT PEN ONLY)

THE INSTITUTE OF Company Secretaries of India

FOUNDATION PROGRAMME EXAMINATION

OMR Sheet No.

Date of Examination (DD/MM/YYYY)

How to mark answers:

CORRECT METHOD	WRONG METHOD(S)
Ⓐ ● Ⓒ Ⓓ	⊗ ⊘ ⊙ ◯

Roll Number (in words) ....

Examination Session
MORNING ①   **AFTERNOON** ②

Roll Number

① ① ① ① ① ①
② ② ② ② ② ②
③ ③ ③ ③ ③ ③
④ ④ ④ ④ ④ ④
⑤ ⑤ ⑤ ⑤ ⑤ ⑤
⑥ ⑥ ⑥ ⑥ ⑥ ⑥
⑦ ⑦ ⑦ ⑦ ⑦ ⑦
⑧ ⑧ ⑧ ⑧ ⑧ ⑧
⑨ ⑨ ⑨ ⑨ ⑨ ⑨
⓪ ⓪ ⓪ ⓪ ⓪ ⓪

Question Paper Booklet No.

① ① ① ① ① ①
② ② ② ② ② ②
③ ③ ③ ③ ③ ③
④ ④ ④ ④ ④ ④
⑤ ⑤ ⑤ ⑤ ⑤ ⑤
⑥ ⑥ ⑥ ⑥ ⑥ ⑥
⑦ ⑦ ⑦ ⑦ ⑦ ⑦
⑧ ⑧ ⑧ ⑧ ⑧ ⑧
⑨ ⑨ ⑨ ⑨ ⑨ ⑨
⓪ ⓪ ⓪ ⓪ ⓪ ⓪

Question Paper Booklet Code

A ◯
B ◯
C ◯
D ◯

Subject Code
(As per Admit Card)

BEE - 311 ①
BMEC - 312 ②
BE - 313 ③
FAA - 314 ④

Exam Centre Code
(As per Admit Card)

① ① ① ①
② ② ② ②
③ ③ ③ ③
④ ④ ④ ④
⑤ ⑤ ⑤ ⑤
⑥ ⑥ ⑥ ⑥
⑦ ⑦ ⑦ ⑦
⑧ ⑧ ⑧ ⑧
⑨ ⑨ ⑨ ⑨
⓪ ⓪ ⓪ ⓪

INSTRUCTIONS TO CANDIDATES

1. There is no negative marking.
2. Use Only Blue/Black Ball Point Pen to fill-in the boxes and Darken the appropriate Circles.
3. Write and darken correct Question Paper Booklet Code, viz. A or B or C or D carefully as the same will be taken as final for evaluation.
4. In case any candidate fills in any information wrongly, the Institute will not take any responsibility to rectify the same.
5. Darken one circle only for the answer which you consider to be correct against the corresponding question number.
6. Candidates are not allowed to change / alter / erase the answers, once darkened, with white / correction fluid, eraser, blade, etc.
7. Please do NOT make any stray marks on the answer sheet.
8. Rough work must NOT be done on the answer sheet.
9. As this OMR Sheet is to be read by machine, do not fold or damage its edges.

(CONTD. OVERLEAF.........)

FOR ICSI OFFICE USE ONLY

Q.Nos.	Answers	Q.Nos.	Answers
1	Ⓐ Ⓑ Ⓒ Ⓓ	51	Ⓐ Ⓑ Ⓒ Ⓓ
2	Ⓐ Ⓑ Ⓒ Ⓓ	52	Ⓐ Ⓑ Ⓒ Ⓓ
3	Ⓐ Ⓑ Ⓒ Ⓓ	53	Ⓐ Ⓑ Ⓒ Ⓓ
4	Ⓐ Ⓑ Ⓒ Ⓓ	54	Ⓐ Ⓑ Ⓒ Ⓓ
5	Ⓐ Ⓑ Ⓒ Ⓓ	55	Ⓐ Ⓑ Ⓒ Ⓓ
6	Ⓐ Ⓑ Ⓒ Ⓓ	56	Ⓐ Ⓑ Ⓒ Ⓓ
7	Ⓐ Ⓑ Ⓒ Ⓓ	57	Ⓐ Ⓑ Ⓒ Ⓓ
8	Ⓐ Ⓑ Ⓒ Ⓓ	58	Ⓐ Ⓑ Ⓒ Ⓓ
9	Ⓐ Ⓑ Ⓒ Ⓓ	59	Ⓐ Ⓑ Ⓒ Ⓓ
10	Ⓐ Ⓑ Ⓒ Ⓓ	60	Ⓐ Ⓑ Ⓒ Ⓓ
11	Ⓐ Ⓑ Ⓒ Ⓓ	61	Ⓐ Ⓑ Ⓒ Ⓓ
12	Ⓐ Ⓑ Ⓒ Ⓓ	62	Ⓐ Ⓑ Ⓒ Ⓓ
13	Ⓐ Ⓑ Ⓒ Ⓓ	63	Ⓐ Ⓑ Ⓒ Ⓓ
14	Ⓐ Ⓑ Ⓒ Ⓓ	64	Ⓐ Ⓑ Ⓒ Ⓓ
15	Ⓐ Ⓑ Ⓒ Ⓓ	65	Ⓐ Ⓑ Ⓒ Ⓓ
16	Ⓐ Ⓑ Ⓒ Ⓓ	66	Ⓐ Ⓑ Ⓒ Ⓓ
17	Ⓐ Ⓑ Ⓒ Ⓓ	67	Ⓐ Ⓑ Ⓒ Ⓓ
18	Ⓐ Ⓑ Ⓒ Ⓓ	68	Ⓐ Ⓑ Ⓒ Ⓓ
19	Ⓐ Ⓑ Ⓒ Ⓓ	69	Ⓐ Ⓑ Ⓒ Ⓓ
20	Ⓐ Ⓑ Ⓒ Ⓓ	70	Ⓐ Ⓑ Ⓒ Ⓓ
21	Ⓐ Ⓑ Ⓒ Ⓓ	71	Ⓐ Ⓑ Ⓒ Ⓓ
22	Ⓐ Ⓑ Ⓒ Ⓓ	72	Ⓐ Ⓑ Ⓒ Ⓓ
23	Ⓐ Ⓑ Ⓒ Ⓓ	73	Ⓐ Ⓑ Ⓒ Ⓓ
24	Ⓐ Ⓑ Ⓒ Ⓓ	74	Ⓐ Ⓑ Ⓒ Ⓓ
25	Ⓐ Ⓑ Ⓒ Ⓓ	75	Ⓐ Ⓑ Ⓒ Ⓓ
26	Ⓐ Ⓑ Ⓒ Ⓓ	76	Ⓐ Ⓑ Ⓒ Ⓓ
27	Ⓐ Ⓑ Ⓒ Ⓓ	77	Ⓐ Ⓑ Ⓒ Ⓓ
28	Ⓐ Ⓑ Ⓒ Ⓓ	78	Ⓐ Ⓑ Ⓒ Ⓓ
29	Ⓐ Ⓑ Ⓒ Ⓓ	79	Ⓐ Ⓑ Ⓒ Ⓓ
30	Ⓐ Ⓑ Ⓒ Ⓓ	80	Ⓐ Ⓑ Ⓒ Ⓓ
31	Ⓐ Ⓑ Ⓒ Ⓓ	81	Ⓐ Ⓑ Ⓒ Ⓓ
32	Ⓐ Ⓑ Ⓒ Ⓓ	82	Ⓐ Ⓑ Ⓒ Ⓓ
33	Ⓐ Ⓑ Ⓒ Ⓓ	83	Ⓐ Ⓑ Ⓒ Ⓓ
34	Ⓐ Ⓑ Ⓒ Ⓓ	84	Ⓐ Ⓑ Ⓒ Ⓓ
35	Ⓐ Ⓑ Ⓒ Ⓓ	85	Ⓐ Ⓑ Ⓒ Ⓓ
36	Ⓐ Ⓑ Ⓒ Ⓓ	86	Ⓐ Ⓑ Ⓒ Ⓓ
37	Ⓐ Ⓑ Ⓒ Ⓓ	87	Ⓐ Ⓑ Ⓒ Ⓓ
38	Ⓐ Ⓑ Ⓒ Ⓓ	88	Ⓐ Ⓑ Ⓒ Ⓓ
39	Ⓐ Ⓑ Ⓒ Ⓓ	89	Ⓐ Ⓑ Ⓒ Ⓓ
40	Ⓐ Ⓑ Ⓒ Ⓓ	90	Ⓐ Ⓑ Ⓒ Ⓓ
41	Ⓐ Ⓑ Ⓒ Ⓓ	91	Ⓐ Ⓑ Ⓒ Ⓓ
42	Ⓐ Ⓑ Ⓒ Ⓓ	92	Ⓐ Ⓑ Ⓒ Ⓓ
43	Ⓐ Ⓑ Ⓒ Ⓓ	93	Ⓐ Ⓑ Ⓒ Ⓓ
44	Ⓐ Ⓑ Ⓒ Ⓓ	94	Ⓐ Ⓑ Ⓒ Ⓓ
45	Ⓐ Ⓑ Ⓒ Ⓓ	95	Ⓐ Ⓑ Ⓒ Ⓓ
46	Ⓐ Ⓑ Ⓒ Ⓓ	96	Ⓐ Ⓑ Ⓒ Ⓓ
47	Ⓐ Ⓑ Ⓒ Ⓓ	97	Ⓐ Ⓑ Ⓒ Ⓓ
48	Ⓐ Ⓑ Ⓒ Ⓓ	98	Ⓐ Ⓑ Ⓒ Ⓓ
49	Ⓐ Ⓑ Ⓒ Ⓓ	99	Ⓐ Ⓑ Ⓒ Ⓓ
50	Ⓐ Ⓑ Ⓒ Ⓓ	100	Ⓐ Ⓑ Ⓒ Ⓓ

Signature of Candidate with Date	Signature of Invigilator with Date

P.T.O.

INSTRUCTIONS TO CANDIDATES (CONTD...)

1. Candidate should write his/her Roll Number in words in the allotted space. The Roll Number should also be written in figures in the boxes and appropriate circles be darkened.

2. Candidates are required to fill-up relevant particulars and/darken the relevant circles such as Date of Examination, Examination Session, Question Paper Booklet No., Question Paper Booklet Code, Subject Code, Examination Centre Code etc., at the appropriate boxes/space on the OMR Answer Sheet.

3. Candidates shall use only blue or black ball point pen for writing the particulars and darkening the circles.

4. Candidates cannot change, alter or erase their answers once darkened. Hence before darkening the circles corresponding to the question number, they are advised to ensure the correctness/authenticity of the answer.

5. Candidates must handover the OMR Answer Sheet and Question paper booklet to the Invigilator before leaving the Examination Hall.

6. Carrying mobile phones, pagers, any kind of communication device(s), books, printed or handwritten materials, etc. are banned inside the Examination Centre premises.

7. 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.

8. Candidate's eligibility to appear in any paper(s) and / or examinations shall be subject to the provisions fo the Company Secretaries Regulations, 1982, as in force.

NOTIFICATION
ICSI/CS/07/2012
MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 18th August, 2009, applications are invited to reach the Institute in the prescribed form on or before 26th November, 2012 for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "company secretaryship" from students who fulfill 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, 2012 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 26th November, 2012 are liable to be rejected.

BY ORDER OF THE COUNCIL

File No.207:Exams:2012
New Delhi - 110 003.   (CS N. K. JAIN)
Dated, the 30th August, 2012   SECRETARY & CEO

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

S.No.	Name & Address of Empanelled Institutions	Validity for CS Session of Exam.	Tel. Nos.	Email id.
	EASTERN INDIA REGIONAL COUNCIL			
1	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004 Orissa	December 2012 & June 2013 Session of CS Examinations	06630533146 08984494844	cmatpsingh@gmail.com
2	The Director M/s Institute for Inspiration & Self Development 1-B/200/1, Sector-III Salt Lake City Kolkata-700 106	June 2012 and December 2012 Session of CS Examinations.	033 23352378/2861 23352379(f)	info@iisdedu.in iisdedu@rediffmail.com
3	The Director M/s Ambedkar Institute of Higher Education AIHE Campus, House No 21-B, Patliputra Golamber Patna-800 013 (Bihar)	June`12 & December`12 Session of CS Examinations.	9308150100 9308588627	icsi.aihe@rediffmail.com
4	Saptarshi College, Back side of Sai Complex, Gandhi Nagar, Ist Lane-Extn. Berhampur, Ganjam (Odisha)	June 2012 & December 2012 Session of CS Examinations	09438406150 09238668062 09238732929	Saptarshi.college@yahoo.in
5	Topper's Point AM-111, Ist Floor, Basanti Nagar, Rourkela-12 (Orissa)	June 2012 and December 2012 Session of CS Examinations	09861107344 09338707483	topperpankajgarg@gmail.com
	NORTHERN INDIA REGIONAL COUNCIL			
1	M/s Sainath Commerce Classes C-20, Talwandi, KOTA-324 005	December`12 and June`13 Session of CS Examinations.	0744-2406656 09829037488 09829556325	Sainath_neeraj@yahoo.co.in
2	M/s. Institute of Systematic Studies in Commerce, Behind Maharaja Hotel, Station Road, Moradabad- 244001 (UP)	June' 12 and December' 12 Session of CS Examinations.	0591 2312680 09412235748	lssc.mbd@gmail.com
3	The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, HISSAR - [Haryana}	December 2012 and June 2013 Session of C S Examination	09896150937 09812066937 08059296630	commercecounty@gmail.com
4	M/S CS Academy, House No. 35, 8, Marla Colony, Jattal Road , PANIPAT - [HARYANA]	June 2012 and December 2012 Session of CS Examinations	09896256123 09255289445	Devindergulati58@yahoo.com
5	M/S Career Institute of Commerce & Accounts [CICA] A-781, Near I L & Indra Vihar Joint, Indra Vihar, KOTA-324005	June`12 and December`12 Session of CS Examinations	0744 6550573/ 6550574	info@cica.in
6	AIMES 5/485, Vikas Nagar, Lucknow - 226022	June`12 and December`12 Session of CS Examinations	09415007422 09794051011	atrivedics@gmail.com csatrivedi@gmail.com
7	Director, M/S Bharti School of Business Studies, 9-N Model Town HISAR [Harana]	December 2012 and June 2013 session of CS Examinations	01662 645911 09812200014 09215306011	bsbhisar@gmail.com mydreammba@yahoo.co.in
8	C S Launcher Bajaj Road, Near - Taparia Bagichi Sikar - 332001 (Rajasthan)	June 2012 and December 2012 session of CS Examinations	01572 254033	amitmishraskr@gmail.com

9	Trinity College Dharamshala Road, Fatehabad 125050 (Haryana)	June 2012 and December 2012 session of CS Examinations	01667 224456 09896795444	trinitycollegefbd@gmail.com
10	Vishesh Academy of Commerce DSS-33, Old Court Complex, Near Fawara Chowk Hisar (Haryana)	June 2012 and December 2012 session of CS Examinations	09813170795 09215170795	trjain_vishesh@yahoo.co.in
11	Institute of Management & Technology Sector-87, Tigaon Road, Near Sai Dham Faridabad - 121002 Tel : 0129-2229185	June 2012 and December 2012 session of CS Examinations	0129 2229137/2229672/ 2229185/2229979 01292229888(f)	imt@imtfaridabad.com
12	Bhandari Classes 270/9, " Pokharna House" Hathi Bhata Ajmer- 305001 (Rajasthan)	June 2012 and December 2012 session of CS Examinations	0145 2600184 09828505155	ggbhandari@rediffmail.com
13	Pinnacle Academy 91A, Amritpuri, Opp : ISKCON Temple, East of Kailash New Delhi- 110065 M: 9818331830, 9891060540, 9810463007	June 2012 and December 2012 session of CS Examinations	09818331830 9891060540 09810463007 011-26291900	wxyzpradeep@gmail.com cspradeepdubey@gmail.com
14	Commerce Point, 1148, New Housing Board Colony, Panipat - 132103 (Haryana) M : 9896320328, 9467191327	June 2012 and December 2012 session of CS Examinations	09896320328 09467191327 09802202512	caadityanandwani@gmail.com nandwani_aditya@yahoo.com
15	Lloyd Law College Plot No. 11, Knowledge Park-II, Greater Noida - 201306 M: 9999703599, 8800621117, 9818274186, 9871385313	December 2012 & June 2013 session of CS Examinations	0120 6492343 3250947/3250966 0987138512	lloydlawcollege@gmail.com
16	Rudram Institute Gangapur City, Dist : Sawai Madhopur, (Rajasthan)	December 2012 & June 2013 session of CS Examinations	09602322241	rudruminstitute@yahoo.in
17	Sehgal Tutorials 147, New Prabhat Nagar, Behind Ram Janki Mandir Bareilly (UP)	December 2012 & June 2013 session of CS Examinations	09219958083 09023439612 09808290198	Vishal83hunt@gmail.com Vishal83del@rediffmail.com
18	Institute of Corporate Studies 31/16, Civil Lines South, Arya Samaj Road Muzaffarnagar (UP)	December 2012 & June 2013 session of CS Examinations	0131 2622967 09412210072	csgoelkailash@gmail.com
19	Commerce Academy 1747, NHBC, Sector-11, Above Purthi Hospital Panipat (Haryana)	December 2012 & June 2013 session of CS Examinations	8059296630	nitin.bansal.2008@gmail.com
20	NGPA Taxation & Professional Services Pvt. Ltd. C-7/188, Sector-7, Rohini, Delhi- 110085	December 2012 & June 2013 session of CS Examinations	9810139214, 9810398903	Info.ngpa@gmail.com
21	Vidyasagar Institute for Professional Studies, 352, First Floor, Tarun Enclave, Outer Ring Road, Opp: Kali Mata Mandir, Pitampura, New Delhi -110034	December 2012 & June 2013 session of CS Examinations	9999930575 9999777811	vidyasagar.institute@gmail.com
22	CDC Institute for Professional Studies A-19, Onkar Deep Building, Middle Circle, Connaught Place, New Delhi- 110001	December 2012 & June 2013 session of CS Examinations	9810033957, 9810033947	samyakch@gmail.com
23	Institute of Professional Education Center, Shrikrishna Complex, B, 37/122, Mahmoorganj Varanasi- 221010	December 2012 & June 2013 session of CS Examinations	09415227788 0542-2361010	deepakcavns@rediffmail.com
24	Sagar Classes, A-2, Khaturia Colony (J.N.V.Colony), Bikaner (Rajasthan)	December 2012 & June 2013 session of CS Examinations	09829026002	balarampurohit@yahoo.co.in
	WESTERN INDIA REGIONAL COUNCIL			
1	M/s Madhu Jas Promotions Pvt. Ltd. [Nahata Professional Academy] C-10, Poddar Plaza Patthar Godam Road Behind Jabalpur Motors, New Siyaganj, INDORE-452 001	June`12 and December`12 Session of CS Examination.	0731-4045408 / 2531116	nahataca@rediffmail.com
2	M/s Tolani Commerce College P.O. Box No.27, Adipur (KACHCHH) 370 205	June 2012 and December 2012 Session of CS Examination.	02836 260623 02836 262187(f) 02836 262460(r) 09898432218	tolanicps@gmail.com taglanint@gmail.com
3	The Principal M/s D.M.`s College of Arts, Science & Commerce Assagao, Bardez, GOA-403 507	June`12 and December`12 Session of CS Examination.	08322268488/ 2268683 0832 2268683(f)	dmscollege@yahoo.com
4	The Director M/s Geetanjali Education Systems Private Limited Geetanjali College of Computer Science & Commerce Indian Red Cross Building Suchak Road Opp. Shastri Medan, RAJKOT-360 001	June`2012 and December`2012 session of CS Examinations.	0281 2587550 0281-2464377 09726184584	Gespl09@gmail.com
5	M/s Professional Career & Computers 196, Zonal Market, Sector-10 Bhilai (Durg)-490 006 (C.G)	June`12 and December`12 Session of CS Examinations.	02351861 2352488(o) 2354660(r) 0788-2381861	Pc_santosh_rai@yahoo.com
6	The Director, M/s. Lex4biz 5, Rajnigandha, Tithal Road, Valsad-396001 (GJ)	June'12 and December'12 Session of CS Examinations.	09825120338	Lex4biz@yahoo.com
7	The Director, Professioinal Academy of Competitve Execellence[PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December 2012 and June 2013 Session of CS Examination	0731 4044446	Reetesh_pace@rediffmail.com paceindore@gmail.com
8	Global Classes, C-31, Ravi Nagar, Near- Bhatiya Nursing Home, Raja Talab, Raipur (Chattisgarh)	June 2012 and December 2012 session of CS Examinations	0771 4075158 09827108633	Globalclasses101@gmail.com
9	Aakanksha Professional Classes Near Azad Chowk, Sadar Bazar Road Raipur- 492001 (Chattisgarh)	June 2012 and December 2012 session of CS Examinations	0771 4070684 09981145340 9713788906	Atindradubey123@yahoo.in

10	RL's Professional Academy Office No. 9 & 10, Center Point Building Kranti Chowk, Aurangabad - 431001	June 2012 and December 2012 session of CS Examinations	0240 2359901 09595990044	rlsacdemy@yahoo.com
11	Kanha Tutorials 747, Swarnam, besides old vineet Talkies Opp: Gulmohar Sweets, Main Road Marhataal Jabalpur- 482002 (Madya Pradesh)	June 2012 and December 2012 session of CS Examinations	0761 4069546 09827322811 09827374225	kanhaacademyjbp@gmail.com kanhatutorialsjabalpur@yahoo.com
12	Study Circle, B 2 106, Greenland Society, J B Nagar Andheri (East), Mumbai - 59	December 2012 and June 2013 session of CS Examinations	028272829 028262829	No email id
13	SPC Career Care Pvt. Ltd., 217, MIG, Rishabh Complex, M G Road, Raipur-492001 (Chattisgarh)	December 2012 and June 2013 session of CS Examinations	0771-4051594	Spc.raipur2009@gmail.com
14	KBS Commerce & Nataraj Professional Science College, Chanod Colony Naka, Silvassa Road, GIDC, Vapi-396195 (GJ)	December 2012 and June 2013 session of CS Examinations	0260-2450360, 9925149047	Kbs_vapi@rediffmail.com
15	Batham Commerce Academy, Sector-5, C-36, Flat No. 103, Shanti Nagar, Mira Road (East) Thane- 401107	December 2012 and June 2013 session of CS Examinations	022-28122053, 9820733984	bgtacademy@gmail.com
16	Classic Professional Classes, B-26, Surya Kiran Apartment, Saint Xevier School, Ghud Dod Road, Surat (Gujrat)	December 2012 and June 2013 session of CS Examinations	09377603217	cpcsurat@yahoo.in
17	Eduport Career Solutions Pvt. Ltd., Near Gurudwara, Station Road, Durg (Chattisgrah) - 491001	June 2013 and December 2013 sessions of CS Examinations	0788-4012247	ca.ajay.lunawat@gmail.com
	SOUTHERN INDIA REGIONAL COUNCIL			
1	Mohans Institute of Corporate Studies [MICS], 'Sreyas; 39, Chettiparambil Lane, Choorakkadu, Tripunithura P.O. Ernakulam Dist., Kerala-682301	December`12 and June`13 Session of CS Examinations.	0484 2776089 09447790689	mics@mohans.in mohansinstitute@gmail.com
2	PRESIDENT, M/s Dr. G.G. Shetty Educational Society ® Jnana Degula, 25/B-4, Near K.M.F.,DHARWAD-580 004	June 2012 and December 2012 Session of CS Examination.	0836-2465327 2462611 (fax)	drdgshetty@yahoo.in shetty_dg@yahoo.co.in
3	M/s Bright Academy of Excellence Baba Foundation, Plot No.46, Door No.102, Flat No.6, 1st Floor, South West Boag Road, T. Nagar, Chennai-600 017	December 2012 and June 2013 Session of CS Examination.	044 24341116	Brightacademy2008@yahoo.co.in
4	M/s Prize Academy, No.2, Teachers Colony, (Off V.M. Street), Royapettah, Chennai-600 014	December`12 and June`13 Session of CS Examination.	No nos	prizeacademy@yahoo.com
5	The Principal M/s National College, Dindigul Road, Karumandapam TIRUCHIRAPALLI-620 001 (T.N)	June`12 and December`12 Session of CS Examinations.	0431 2482995/3202971 2481997(f)	principal@nct.ac.in
6	The Principal, M/s P.S.G.R. Krishnammal College for Women Peelamedu, COIMBATORE-641 004	December' 12 & June'13 Session of CS Examinations.	0422 2572222 0422 2591255(f)	principal@psgrkc.com
7	The Director M/S Blue Dot Academy N0.4, Balaji Avenue, Ist Street, T.Nagar, CHENNAI - 600017	December '12 and June '13 session of C S examinations.	044 42123501/ 42123502/ 42123503(f) 28344816	sreesri@mscindia.org
8	M/S Centre for Human Resources Development, Thekkel,Mannarakkayam PO ., Ponkunnam [via] Kanjirapally, Kottayam Dist., KERALA - 686506	December'12 and June '13 session of C S examination.	04828 208227 09447180377	chrdkply@gmail.com
9	M/s Angel Auditor College, SF N0. 37, Marakkadai Street, Brindavan, Pudukottai 622001	June`12 and December`12 Session of CS Examinations	04322 220645 09751324644 08973127818	Angelinstitute.secretary@gmail.com
10	Angel Auditor College-Kovai 11/1, Nehru Nagar, Saravanampatti PO: Saravanampatti, Coimbatore - 641305 (Tamilnadu)	June 2012 and December 2012 Session of CS Examinations	09751324644 09659965205 09842492067	Angelinstitute.secretary@gmail.com
11	Divine Education and Charitable Trust, Gurukul Building, Gurukul Road, Gurukul Nagar, Near- Munsif Court, Karkala-574104, Udupi District (Karnatka)	June 2012 and December 2012 Session of CS Examinations	09964475417 08258233757	alohakarkala@gmail.com
12	Singar Academy 52, III Floor, Salai Road, Woriur Tiruchirappalli - 620 003	June 2012 and December 2012 Session of CS Examinations	09345122645 09344604489 09150542433	No Email
13	Kongu Arts & Science College Nanjanapuram, Erode- 638107	December 2012 & June 2013 session of CS Examinations	0424-2242888 2339933/2242810(f)	kasc@kasc.ac.in
14	Hyderabad Business School, GITAM University, Rudraram Patancheru Mandal, Medak - 502329 (Andhra Pradesh)	December 2012 & June 2013 session of CS Examinations	09441968259 08455220058	No email id
15	Sri Vishnu Educational Society Vishnupur, Bhimavaram, West Godavari Dist: - 534202 (Andhra Pradesh)	December 2012 & June 2013 session of CS Examinations	08816 250864 09949433566 09849822223	bvrmsvecw@gmail.com
16	Enlighten Academy, 101/1, Kanaka Sri Nagar, Off: Cathedral Road, Chennai- 600086	December 2012 & June 2013 session of CS Examinations	9381856910	enlightenmgt@gmail.com
17	Padmarajam College of Management, 10, Kalpalam Road, Goripalayam, Madurai - 625002 (Tamilnadu)	June 2013 & December 2013 session of CS Examinations	9344108771, 8144408771	padmarajam@gmail.com
18	Academy for Professional Studies, Azhar Complex Near North Malabar Chamber of Commerce Thayatheru Road, Kannur - 670002 (Kerala)	June 2013 & December 2013 session of CS Examinations	9746103633 0497-2763646	apskannur@gmail.com

ATTENTION STUDENTS!
IMPORTANT ANNOUNCEMENT
VERIFICATION OF MARKS FOR CS JUNE, 2012 EXAMINATION

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

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

IMPORTANT E-MAIL IDS OF DEALING OFFICIALS FOR STUDENT SERVICES

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

FOR PROMPT REPLY

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