

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 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fee →7750 (For others)
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	
Foundation Pass Student	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.

There are the three following schemes for which students may apply for admission:

- **WBT**
- **Combo Offer** which contains (WBT+VBT+LVC)
- **Upgrade to VBT+LVC:** This option is available to WBT enrolled students. Students can upgrade from WBT to VBT+LVC at an additional fee.

The candidates can use the following modes of payment:

- (i) By a Credit card/Debit card or Netbanking or Cash Cards.
- (ii) By way of Cheque or Demand Draft drawn in favour of "GURUKULONLINE LEARNING SOLUTIONS PVT LTD" payable at Mumbai.
- (iii) By depositing the Cheque or Demand Draft directly in Axis Bank Account Number -004010202188010.
- (iv) By making of direct cash payment in ICICI Bank Account Number- 021105002028.

(For more information visit the website <http://elearning.icsi.edu>)

FROM THE SECRETARY & CEO'S DESK

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it."

— Lou Holtz



Dear Students,

It is not the load that breaks an individual down, it is the way he carries it. Attitudes determine the altitude to which you could reach. It is the attitude and not the aptitude that determines the altitude of a person.

Positive attitude that brings optimism and constructive changes in our thinking, perception and belief, makes us happier, brighter and more successful in personal and professional life. Remember "If you believe you can, you probably can. If you believe you won't, you most assuredly won't. Belief is the ignition switch that gets you off the launching pad." Constantly keep yourself headed in the right direction with a clear purpose in mind. You will definitely achieve all your goals with flying colours.

With a positive attitude we develop capacities to look at the things more rationally to arrive at a logical conclusion and in the process inner consciousness gets precedence over external compulsions. So, my dear students, with the right attitude, you will definitely succeed in all your endeavours. Failures are part of life, see the failures in the positive perspective. Learn from the mistakes and do not repeat the same the second time. Don't let the negative thoughts be a roadblock in your progress.

All limits are self-imposed. You must not be complacent with doing what everyone else is doing, you need to do better than others. You need major breakthroughs in all areas and for that you must have a positive attitude.

I wish you all success in your life.

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

NEW SYLLABUS FOR FOUNDATION PROGRAMME

The Foundation Programme being the entry level to the Company Secretaryship Course and gateway to the profession of Company Secretaries, based on the feedback received from various stakeholders the Syllabus Review Committee has completed the formulation of detailed contents of the Foundation Programme. I am pleased to inform you that the Council of your ICSI has approved the new syllabus for the Foundation Programme.

OMR BASED EXAMINATION FOR FOUNDATION PROGRAMME

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

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

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

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation Programme examination held in June, 2011 and registered in Executive Programme up to and including **31st August, 2011** would be eligible to appear in both modules of the Executive Programme to be held in **June, 2012** and students who have taken registration in Executive Programme between **1st September 2011 to 30th November 2011** are eligible to write only one module in **June, 2012** examination of the Executive Programme subject to completion of postal/oral tuition, SIP and compulsory Computer Training Programme.

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

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

IDENTITY CARDS

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

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

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

E-MAIL ADDRESS OF THE STUDENTS

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

Name :
Admission No. :
E-Mail id :

UNIFORMITY IN SIGNATURES

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

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

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

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

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

CANCELLATION OF PROVISIONAL ADMISSION

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

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

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

FACILITY OF POSTAL / ORAL COACHING

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

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

It may, however, be noted that Oral coaching 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 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)

Date : 20-12-2011

Place: New Delhi

ENGLISH AND BUSINESS COMMUNICATION

PREPOSITIONS¹

A preposition is a word which usually comes in front of, a noun or pronoun and expresses a relation to another word or element. For example:

- She left **before** breakfast.
- What did you come **for**?

In other words, a preposition links nouns, pronouns and phrases to other words in a sentence. They are short words (on, in, to) that usually stand in front of nouns.

There are hardly any rules governing the use of Prepositions, some people feel that it is inelegant to put them at the end of a sentence since they basically link-words. However, as Fowler point out, "almost all our great writers have allowed themselves to end a sentence or a clause with a preposition." The thumb-rule is that the sentence should read well.

It is largely usage, that determines the choice of a preposition. Americans also tend to drop them but it is largely colloquial/informal. A wrong preposition certainly changes the intended meaning. Therefore, we have to learn the use of prepositions carefully.

The following quiz will help you in better understanding Prepositions:

Fill- in-the blanks using the correct preposition. This quiz has been taken from Learn English Today portal:

1. Dad doesn't approve _____ smoking. (of/on/in/to)
2. Be careful. You're going to fall _____ the chair! (out/down/of/off)
3. I'll meet you _____ the cinema (by/at/along/before)
4. The fire-fighters were called because the building was _____ fire. (in/on/into/up)
5. We look forward _____ seeing you on Sunday. (to/for/in/of)
6. The ceremony is _____ the 4th of July. (at/for/in/on)
7. Yesterday we watched a film _____ television. (in/on/by/with)
8. Julie was so upset, she burst _____ tears. (over/out of/on/into)
9. Children are very fond _____ chocolate chip cookies. (with/on/of/to)
10. I'll prepare dinner. I'm good _____ cooking. (in/for/on/at)
11. Jack is responsible _____ advertising. (of/on/for/by)
12. That's very kind _____ you. Thank you very much! (to/with/for/of)
13. My boyfriend is very interested _____ art.(in/to/into/by)
14. My school is close _____ the swimming pool.(by/with/to/at)
15. The policeman was shouting _____ the boys who were throwing stones. (on/after/at/to)
16. I'm going to visit London _____ August. (on/at/in/for)
17. Jack is married _____ my sister.(to/onto/with/of)
18. It was difficult for my grandmother to get _____ the taxi.(at/on/in/into)
19. Your grandfather is old. You must be nice _____ him.(with/to/of/by)
20. Please stop making fun _____ my accent!(with/for/of/out of)
21. This house belonged _____ my grandfather.(of/to/for/in)
22. The salary depends _____ the level of responsibility.(of/with/in/on)
23. Eva likes potatoes but she's not very keen _____ carrots.(of/to/into/on)
24. My girlfriend is not interested _____ politics.(in/with/to/by)
25. Congratulations _____ your promotion. You deserve it.(with/after/on/for)
26. Jack didn't participate _____ the negotiations.(on/at/in/to)
27. We must divide the group _____ four teams. (into/to/in/by)

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

28. The efforts of the whole team contributed _____ our success.(for/on/in/to)
29. He crashed _____ the fence on the side of the road.(with/in/into/to)
30. Julia is not here today. She's in London _____ business.(on/for/in/at)
31. David is late again. That's typical _____ him! (of/to/for/in)
32. Could you translate the report _____ English please?(to/into/in/with)
33. The new director reminds me _____ Bill Gates.(with/to/of/from)
34. He's nervous because he occasionally suffers _____ loss of memory.(of/with/in/from)
35. With a lot of determination she succeeded _____ getting into Harvard.(in/to/for/by)
36. They're busy drawing _____ a plan for the new campaign.(on/at/up/out)
37. My colleague always finds fault _____ others but never _____ himself.(in&with/ in&in/with&with/with&in)
38. Business is better nowadays. We're recovering _____ the crisis.(of/from/out of/off)
39. Bill's retirement deprived us _____ his experience and competence.(with/from/of/out of)
40. His lack of English prevented him _____ getting the job.(to/in/of/from)

Answers:

1. of 2. off 3. at 4. on 5. to 6. on 7. on 8. into 9. of 10. at 11. for 12. of 13. in 14.to 15.at 16.in 17.to 18.into 19.to 20.of 21.to 22. on 23.on 24.in 25.on 26.in 27.into 28.to 29.into 30.on 31.of 32. into 33. of 34.from 35.in 36.up 37. with & with 38. from 39. of 40. from

CONTINGENT ASSETS AND LIABILITY

CONTINGENT ASSETS²

The assets in which the possibility of an economic benefit depends solely upon future events that can't be controlled by the company are contingent assets. Due to the uncertainty of the future events, these assets are not placed on the balance sheet. However, they are presented in the company's financial statement notes. These assets are often simply rights to a future potential claim based on past events.

"A contingent asset is a possible asset that arises from past events the existence of which will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the enterprise."

Contingent assets usually arise from unplanned or other unexpected events that give rise to the possibility of an inflow of economic benefits to the enterprise.

Contingent assets are not recognised in financial statements since this may result in the recognition of income that may never be realised. However, when the realisation of income is virtually certain, then the asset is not a contingent asset and it is recognised in the Balance Sheet.

Example: A potential settlement from a lawsuit or legal processes. The company does not have enough certainty to place the settlement value on the balance sheet, so it can only mention about the potential in the notes. This improves the accuracy of financial statements.

Contingent Liability

The possibility of an obligation to pay certain sums dependent on future events is known as contingent liability. Contingent liabilities are liabilities that may or may not be incurred by an entity depending on the outcome of a future event.

They are defined obligations by a company that must be met, but the probability of such payment is minimal. An enterprise does not recognise a contingent liability. These liabilities are recorded in a company's accounts

² Prepared by Nishita Singhal, Assistant Education Officer, The ICSI.

and shown in the balance sheet only when both probable and reasonably estimable. The nature and extent of the contingent liabilities is described in the footnote to the balance sheet.

"A contingent liability is a possible obligation that arises from past events and the existence of which will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the enterprise. It is a present obligation that arises from past events but is not recognised because it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation or a reliable estimate of the amount of the obligation cannot be determined."

Some good examples of a contingent liability would be an outstanding lawsuit, bank guarantee etc. Suppose, if a company is sued by a former employee for ₹500,000 for age discrimination, the company will have a liability if it is found guilty. However, if the company is not found guilty, the company will not have an actual liability. Such liability is known as contingent liability.

ECONOMICS AND STATISTICS

ECONOMIC GROWTH v. ECONOMIC DEVELOPMENT³

At first glance, it might seem that we are talking about one and the same thing when we discuss economic growth and economic development, but in reality, these are related but different concepts used in different contexts by economists. Sometimes, people use the terms interchangeably which is incorrect.

Economic Growth is measured by an increase in a country's GDP (Gross Domestic Product). Economic Growth is a narrow concept. It is an increase in a country's real level of national output which can be caused by an increase in the quality of resources (by education etc.), increase in the quantity of resources & improvements in technology or in another way an increase in the value of goods and services produced by every sector of the economy. Economic growth of a country is quantitative in nature as there are indicators to measure the economic growth of a country.

Economic development is a normative concept i.e. it applies in the context of people's sense of morality (right and wrong, good and bad). The definition of economic development given by Michael Todaro is, "an increase in living standards, improvement in self-esteem needs and freedom from oppression as well as a greater choice". It also leads to the creation of more opportunities in the sectors of education, healthcare, employment and the conservation of the environment. It implies an increase in the per capita income of every citizen. In short, Economic development is the development of economic wealth of countries or regions for the well-being of their inhabitants.

One can verify this fact from the list of the countries placed according to their GDP. Even though China and India have fairly large economies with high GDP, they are still not considered as developed countries because of their low ranks on other parameters such as health, education and life expectancy.

In general, both the terms are often confused to mean the same; whereas economic growth & development are two different terms used in economics. Generally speaking economic development refers to the problems of underdeveloped countries and economic growth to those of developed countries. A country may be rich when its GDP is high but if its social fabric is not rich, the country is still not considered as developed. The term economic development is far more comprehensive. It implies progressive changes in the socio-economic structure of a country. Viewed in this way, economic development involves a steady decline in agricultural shares in GNP and continuous increase in shares of industries, trade banking construction and services. Further; whereas economic growth merely refers to rise in output; development implies change in technological and institutional organization of production as well as in distributive pattern of income.

In the words of Amartya Sen "Development requires the removal of major sources of unfreedom poverty as well as tyranny, poor economic opportunities as well as systematic social deprivation neglect of public facilities as well as intolerance or over activity of repressive states."

Economic development is not possible without growth but growth is possible without development because growth is just increase in GDP. It does not have any other parameters to it. Economic growth can just occur because population grows, without any increase in welfare for any person.

³ Prepared by Nandini Raj Gupta, Assistant Education Officer, under the guidance of Dr. S.K. Dixit, Director, Academics, The ICSI.

Points of Distinction	Economic Development	Economic Growth
Utilization	Economic Development usually relates to the utilization and development of unused resources in the underdeveloped countries.	Economic Growth usually relates to optimum utilization and development of under-utilized resources of developed countries.
Growth	Development relates to growth of human capital indexes, a decrease in inequality figures, and structural changes that improve the general population's quality of life.	Growth relates to a gradual increase in one of the components of Gross Domestic Product: Consumption, Government Spending, Investment, and Net Exports.
Effect	Brings qualitative and quantitative changes in the economy.	Brings quantitative changes in the economy.
Scope	Concerned with structural changes in the economy.	Growth is concerned with increases in the economy's output.
Measurement	<i>Qualitative:</i> HDI (Human Development Index), Gender-Development Index (GDI), Human Poverty Index (HPI), Infant, Mortality, Literacy Rate etc.	<i>Quantitative:</i> Increase in real GDP. Shown by Production Possibility Frontier etc.
Implication	It implies changes in income, saving and investment along with progressive changes in socio-economic structure of country (institutional and technological changes).	It refers to an increase in the real output of goods and services in the country like increase the income, savings, investment etc.

Overall, to conclude, Growth is just one dimension of development. Economic Growth is a necessary but not a sufficient condition for development because GDP per capita might be rising but at the same time, poverty might be increasing, inequality rising and massive environmental damage might be occurring. It may be said, when there is economic development, economic growth is invariably there.

Students of ICSI may avail following online services at Institute's Student Portal at www.icsi.in

- i) Students can view the status of his / her registration application form already submitted for registration as student.
- ii) Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, De-novo letter, Extension letter, Professional Programme enrolment letter etc.
- iii) New Students can submit their online registration form for registration in Foundation / Executive Programme.
- iv) Students who have passed both modules of Executive Programme, they can submit their enrolment form for admission in Professional Programme.
- v) Students can take printout of "e-Student Identity Card".
- vi) Students can change their address, Mobile Number, e-mail ID etc. instantly.
- vii) Students can submit the "On-line Examination Form" for appearing in institute's examination to be held in June / December.
- viii) Students who have already submitted their examination form and subsequently they wish to apply for any change in Exam Centre / or Module / or Medium of examination, they can also submit such requests through on-line services.

EXAMINERS' OBSERVATIONS

EXAMINERS' OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES FOR FOUNDATION PROGRAMME IN JUNE 2011 EXAMINATION⁴

The June 2011 session of the Company Secretary Foundation Programme Examination was held from 2nd June 2011 to 5th June, 2011. The marks obtained position of candidates for all papers of Foundation Programme has been compiled and given in Table 'A' hereunder for the information of the candidates. Though the marks obtained position showed good performance by the candidates in most of the papers, some candidates were not able to clear the examination due to various drawbacks in their answers. Therefore, it would be beneficial for those candidates to know the general weakness/drawbacks in their answers. Some common drawbacks based on the comments and observations noted by the examiners have been given paper-wise hereunder for information of the candidates so as to enable them to overcome their deficiencies and improve their performance in the forthcoming examination.

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

Subjects	Percentage of Candidates Secured		
	40 to 49 % marks	50 % to 59% marks	60 % and above marks
FOUNDAITON PROGRAMME			
1 English and Business Communication	13.42	30.48	41.43
2 Economics and Statistics	21.35	28.12	22.97
3 Financial Accounting	17.99	22.61	28.05
4 Elements of Business Laws and Management	23.06	35.23	18.21

1. ENGLISH AND BUSINESS COMMUNICATION

The overall performance of the candidates in this paper was fairly satisfactory. This paper is divided into two parts. Part A covers essay and précis writing and general grammar whereas Part B pertains more to letter writing. It was observed that the candidates exhibited poor presentation skills in précis writing and had reproduced the entire content from the précis. They lack in current affairs awareness which was evident from the essay writing skills.

The performance of the candidates in Question No.1 was average. The performance was strong in essay writing and poor in Question No.1(b) on précis writing where candidates had opted for the technique of copying and pasting. In Question No. 2, the performance was good. The performance of candidates in Question No.2 (b) on filling in the blank with appropriate answer from the given options was very good. The performance of the candidates in Question No.3(a) was average. However the performance in part (b) and (c) was poor. In Question No.4, the performance was good. Large number of candidates performed Question No.4(a) correctly. Most of the candidates attempted Question No.4 (b) well, but performance was average in part (c). The performance of the candidates was good in Question No. 5, though most of the candidates could not follow the format correctly. In Question No.6, the performance of the candidates was average but drafting was not up to the mark. However part (iii) was observed to be the favourite of most of the candidates on translating SMSs in to proper English and was attempted by all the candidates with a score of upto 100 percent.

There is enough room for improving the score in this paper. The candidates are advised to pay attention to the basics of English language, spellings and grammar. Candidates should thoroughly read the study material, Suggested and Guideline Answers to follow and learn different letter formats and other formats like telegrams, tenders, memos, orders etc. They should read the requirements of the question very carefully and answer logically. Candidates should also incorporate commercial and economic dailies and

⁴ Compiled from Examiners' Report

journals in their reading. They are advised to go through the dictionary on a daily basis and practice précis writing regularly.

2. ECONOMICS AND STATISTICS

The overall performance of the candidates appearing in June 2011 examination was found to be satisfactory as it was observed that the candidates were able to correctly answer multiple choice questions but lacked through knowledge in detailed questions. Candidates were lacking knowledge of concepts of economics whereas that of statistics was found to be average. Cognitive knowledge based questions were answered correctly whereas application based questions were poorly attempted. It was also observed that candidates did not read the questions properly and in descriptive answer questions, did not answer to the point. As regard to the qualitative aspects, knowledge of fundamentals and conceptual clarity, in depth knowledge of subject matter, clarity of thought, good expression and judgment were missing in general.

It was also noticed that majority of the candidates attempted all eight questions instead of required six questions due to which their answers degraded quality and they were not able to even score qualifying marks. Numerical questions helped candidates to score well but due to careless mistakes in coping the question, writing the formula prevented them in gaining full score in these questions.

In Part A: Question No.1(a) on true & false statements, majority of the candidates attempted the answer correctly, they failed to give the correct explanation/reason in support of their answers. Question No.1(b) was very well attempted. The Question No.1(c) was badly attempted. In Question No. 2(a) was attempted by majority but was answered in running paragraphs in which difference was not clearly written. Question No.2(b), the performance was below satisfactory and it was found that many of the candidates filled irrelevant words. Question No.3, answers to all parts in this question were found average as some of the candidates attempted really well whereas others just elaborated the given statement without any support to the answer. The understanding of concepts is lacking in this question. In Question No.4 answer to part (iii) was exceptionally good yet few candidates confused it with the functions of commercial banks whereas answer to part(iv) was satisfactory. Other parts were not attempted up to the mark and were found below average. In Part B: Question No.5, candidates fairly did well in answering right and also giving appropriate reasons for the same besides correct attempt to multiple choice questions also. Question No.6(a) again was not attempted to the satisfaction. Distinction was not clearly made and fills ups were poorly attempted. Question No.7(a) was averagely attempted. Most of the candidates got confused in the pie chart calculations, others instead drew a bar diagram. Question No.7(b & c) were attempted equally good. Question No.7(d) was majorly avoided by the candidates but those attempted were good. In Question No. 8, majority of candidates attempted part (a), (b) and (c). It was observed that the theory parts were attempted satisfactorily whereas in the numeric counter, candidates were found of having made mistakes of calculations and arrived at positive 1 whereas the answer was negative 1. Question No.8(d) was attempted by few candidates only.

There is enough scope for candidates to improve their performance by emphasizing on conceptual clarity, in depth knowledge of subject matter and presentation. Illustrating answers with the help of relevant diagrams, avoiding careless mistakes to the calculations etc. shall come by repeated practice. Candidates should also read recommended reference books for better understanding. Reading the question paper carefully would also add to the score. It is also advisable to attempt all the parts to a question at one place.

3. FINANCIAL ACCOUNTING

Performance of the candidates was satisfactory in this paper 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 basic concepts of accountancy like Dual aspect concept, Del-credere commission and Principal books of accounts. In Part (b) most candidates failed to give logical reasoning for their answers. Conceptual clarity was missing in most of the answers. Moreover candidates are advised not to write lengthy and vague answers. 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. Performance was good in part (a) of Question No.3 being multiple choice questions. In part (b) explanations were average. It is expected to explain statements providing proper logical reasoning. Question No. 4 was practical problem related rectification of entries. Performance was below average in this part. Most candidates were not aware of correct journal entries. However performance of candidates in part (b) was above average. The overall performance was very poor in both the parts of Question No.5. Candidates did not have clear understanding of simple concepts like journalizing bills of exchange transactions. Only few candidates attempted Question No.6. Performance was not satisfactory as very few could prepare income and expenditure account and balance sheet correctly. Question No.7(a) was related to insurance claim in case of loss of profit policy. Very few could solve it correctly though conceptual understanding was missing. This shows lack of practice and negligence by the candidates. In part (b) of Question No.7, performance was satisfactory. In Question No. 8 candidates have prepared Realization account but could not make Partners' accounts correctly as per the Garner vs Murray rule.

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

4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

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

Question No.1 being compulsory, was attempted by all and the performance of the candidates was good. However, while attempting the practical problem in part (c), candidates displayed lack of proper reasoning and clarity of thought. The performance of the candidates in Question No.2 was just average. Many candidates could not bring out the distinction between 'negotiability' and 'assignability' and 'manager' and 'managing director' properly in part (i) and (iv) of the question. Only a handful of candidates attempted Question No.3 and even those who attempted, their performance was poor. Most of the candidates lacked conceptual clarity about 'material alteration' and 'irrevocable agency' in part (ii) and (iii) of Question No.3. Candidates performed well in Question No. 4 and secured good marks. Question No. 5 being compulsory was well attempted and the performance of the candidates was also good. However, part (b) on fill-in the blanks was poorly attempted. The performance in Question No.6 was average. Some candidates were not able to distinguish between 'management development' and 'organization development' properly. Very few attempted Question No.7 and their performance was not up to the mark. Many could not explain clearly 'matrix organization' and 'management by objectives' in part (i) and (ii) of the question. The performance in Question No.8 was good and candidates secured good marks.

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

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.

1. DECEMBER, 2011 EXAMINATION

The next Foundation Programme examination will be held from Monday, the 26th December, 2011 to Thursday, the 29th December, 2011 at 79 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ajmer, 4. Allahabad, 5. Ambala, 6. Aurangabad, 7. Bangalore, 8. Bareilly, 9. Bhillwara, 10. Bhopal, 11. Bhubaneswar, 12. Bikaner*, 13. Calicut, 14. Chandigarh, 15. Chennai (West), 16. Chennai (South), 17. Coimbatore, 18. Dehradun, 19. Delhi (East), 20. Delhi (North), 21. Delhi (South), 22. Delhi (West) 23. Dhanbad* 24. Ernakulam, 25. Faridabad, 26. Ghaziabad, 27. Gurgaon, 28. Guwahati, 29. Hubli-Dharwad 30. Hyderabad, 31. Indore, 32. Jabalpur, 33. Jaipur, 34. Jammu, 35. Jamshedpur, 36. Jodhpur, 37. Kanpur, 38. Kolhapur, 39. Kolkata (North), 40. Kolkata (South), 41. Kota* 42. Kottayam* 43. Lucknow, 44. Ludhiana, 45. Madurai, 46. Mangalore, 47. Meerut, 48. Mumbai (CG), 49. Mumbai (GTK), 50. Mumbai (JOG), 51. Mysore, 52. Nagpur, 53. Nasik, 54. Navi Mumbai*, 55. Noida, 56. Panjim, 57. Patna, 58. Puducherry, 59. Pune, 60. Raipur, 61. Rajkot, 62. Ranchi, 63. Salem, 64. Shimla, 65. Siliguri* 66. Sonapat, 67. Srinagar, 68. Surat, 69. Thane, 70. Thiruvananthapuram, 71. Thrissur, 72. Tiruchirappalli, 73. Udaipur, 74. Vadodara, 75. Varanasi, 76. Vijayawada, 77. Visakhapatnam, 78. Yamuna Nagar (Haryana) and 79. **Overseas Centre - Dubai** as per the Time Table & Programme given below :

TIME TABLE & PROGRAMME (Foundation Programme)

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

The complete addresses of examination centres for December, 2011 examination will be hosted on Institute's website: www.icsi.edu for general information.

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

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

2. 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.

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

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

- the 'English and Business Communication' paper is required to be compulsorily answered in English only and the option of medium for writing the examination must be exercised each time for appearing in the examination for all remaining papers [and not for any individual paper(s)] in the enrolment application form.
- option of medium for writing the examination once exercised is irrevocable for that particular session of examination;
- 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;
- candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation Programme Examination will be provided Question Papers printed both in English and Hindi (except for 'English and Business Communication' paper which will be printed/required to be answered in English only);
- if a candidate writes his/her answers in Hindi Medium without exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;

(vi) candidates opting Hindi Medium for the examination must write HINDI MEDIUM in bold letters on the top of the cover page of Answer Book No(s).1 and 1B, as the case may be; and

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

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

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

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

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

5. INTRODUCTION OF OMR BASED COVER PAGE OF ANSWER BOOKS.

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

- (i) Candidates should write their Roll Number both in words and figures in the allotted space at the top of the cover page and darken the appropriate circles in the OMR portion corresponding to their Roll Number at right hand corner of the cover page of main Answer Book with **Blue/Black ball point pen only**.
- (ii) Candidates must ensure that before signing the attendance sheet on each day of the examination, they remove the roll no. bar code sticker of that particular paper from the attendance sheet corresponding the date of examination and affix the same on the cover page of the answer book at the appropriate space.
- (iii) Candidates should sign on the cover page of the answer book at the space provided for.
- (iv) Candidates should write the date of examination, stage of examination and the name of the subject, etc., accurately in the relevant space provided in upper portion of the cover page of the answer sheet.
- (v) The relevant circle for medium of writing, i.e., English or Hindi must be darkened.
- (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 tantamount 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.

6. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in December, 2011 examinations are advised to carefully read and observe the "Instructions to Examinees" printed on the Admission Certificate (Roll Number) and enclosures thereto; on the Question Papers, and also on Answer Books. However, attention of

candidates is especially invited to the following important instructions:

- (i) Immediately, after taking print-out of the Admission Certificate from the website of the Institute, every candidate is advised to verify all the facts mentioned in his/her Admission Certificate, i.e., Name, Registration Number, Address, Stage and Module of Examination, for which he/she is being enrolled, Particulars of Examination Venue, Details of Paperwise exemption granted, etc. In case of any discrepancy, the same may please be brought to the Notice of the Institute immediately through e-mail *enroll@icsi.edu*; Telephone Number(s) 0120-4522081-82 and/or by Speed Post communication addressed to The Director (Students Services), The Institute of Company Secretaries of India, C-37, Sector 62, NOIDA - 201 309 for necessary rectification before the commencement of the examination.
- (ii) candidates are required to bring daily to the Examination Hall their Admission Certificate and Student Identity Card failing which they would not be allowed admission to the Examination Hall and/or to appear in the examination;
- (iii) candidates 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;
- (iv) 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;
- (v) each question should start on a fresh page and all sub-questions related to that questions must be attempted consecutively;
- (vi) 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.
- (vii) 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;
- (viii) 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;
- (ix) 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;
- (x) 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;
- (xi) 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;
- (xii) 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;
- (xiii) 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;

- (xiv) 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;
- (xv) 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.
- (xvi) 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;
- (xvii) 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 therefrom shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.



7. HELP DESK FACILITY FOR STUDENTS' GENERAL QUERIES

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

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
COMPANY SECRETARIES EXAMINATION-DECEMBER, 2010
ALL INDIA PRIZE AWARD**

Sr. No	Name of the Prize Award	Criteria	Name and Address of the Winner	Qualification	Occupation	Age (Yrs.)	Marks Obtained	Photograph
FOUNDATION PROGRAMME EXAMINATION								
1.	133-SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all such successful candidates.	Shri Naman Garg 118/ Vivekanand Nagar Lakhotia Tower Liluah Kolkata-711204 West Bengal (Roll No.7002 Reg No.110242293/03/2010)	10+2	-	19	324/400 (81.00%)	
2.	134-SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest marks taking into account the performance of all such successful candidates.	Shri Amogh Gautam Diwan Adwait Lal Baug Dapoli-415712 Maharashtra (Roll No.23187 Reg No.410333790/03/2010)	10+2	-	19	321/400 (80.25%)	
3.	135-SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the third highest marks taking into account the performance of all such successful candidates.	Ms. Swati Rawat C/o Santosh Kumar Rawat B-35 Sachivalaya Mahanagar Lucknow-226006 Uttar Pradesh (Roll No.23447 Reg No.210612869/03/2010)	10+2		20	318/400 (79.50%)	
4.	136-DURGADEVI SARAF MEMORIAL GOLD MEDAL	Awarded to a lady candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all such successful lady candidates.	Ms. Swati Rawat C/o Santosh Kumar Rawat B-35 Sachivalaya Mahanagar Lucknow-226006 Uttar Pradesh (Roll No.23447 Reg No.210612869/03/2010)	10+2		20	318/400 (79.50%)	

STUDENT SERVICES

Sr. No	Name of the Prize Award	Criteria	Name and Address of the Winner	Qualification	Occupation	Age (Yrs.)	Marks Obtained	Photograph
REGIONAL COUNCIL PRIZE AWARDS								
5.	142-GAURA DEVI KOTHARI MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all such successful candidates from examination centers within the Eastern Region.	Shri Naman Garg 118/ Vivekanand Nagar Lakhotia Tower Liluah Kolkata-711204 West Bengal (Roll No.7002 Reg No.110242293/03/2010)	10+2		19	324/400 (81.00%)	
6.	176-ELVINA PINTO MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest markstaking into account the performance of all such successfulcandidates from examinationcentres within the Western Region.	Shri Amogh Gautam Diwan Adwait Lal Baug Dapoli-415712 Maharashtra (Roll No.23187 Reg No.410333790/03/2010)	10+2	-	19	321/400 (80.25%)	
7.	158-LATE SHRI G. V. SETTY AND LATE SMT. KUSUMAMBA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all such successful candidates from Bangaluru centre.	Shri Rohan Karia C/o Suresh Kr Karia Jaswant Singh Building Near Gurudwara Kharida Kharagpur-721301 West Bengal (Roll No.18780 Reg No.110244850/03/2010)	10+2	-	19	308/400 (77.00%)	
8.	164-LATE MADINEEDI RAMAKRISHNA SUBHADRA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all such successful candidates from Hyderabad Centre.	Ms. Shilpa Agarwal 16-10-212 R K Residency 1st Floor F-2 Old Malakpet Hyderabad-500036 Andhra Pradesh (Roll No.19701 Reg No.310184428/03/2010)	10+2	-	18	298/400 (74.50%)	

LIST OF INSTITUTES EMPANELLED IN IMPARTING THE ORAL COACHING FACILITIES TO THE CS STUDENTS UNDER PUBLIC/PRIVATE PARTNERSHIP SCHEME. (as on 02.12.11)

EASTERN INDIA REGIONAL COUNCIL		
S.No.	Name & Address of Empanelled Institutions.	Validity for CS Session of Exam
1.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004, Orissa	December`11 & June`12 Session of CS Examinations.
2.	The Director M/s Institute for Inspiration & Self Development 1-B/200/1, Sector-III, Salt Lake City, Kolkata-700 106	June`11 and December`11 Session of CS Examinations.
3.	The Director M/s Ambedkar Institute of Higher Education AIHE Campus, House No 21-B, Patliputra Golamber Patna-800 013 (Bihar)	June`11 & December`11 Session of CS Examinations.

4.	WISDOM Institute of Professional Learning 3/100C, C R Colony, On Raja S C Mallick Road, Kolkata-32	December 2011 & June 2012 Session of CS Examinations
5.	M/s Gyan Bharati Institute of Higher Studies, [Unit Gyan Bharati Society] 64A, Nimalia Ghat Street KOLKATA 700 006	June`11 and December`11 Session of CS Examinations
6.	Topper's Point AM-111, 1st Floor, Basanti Nagar Rourkela - 12 (Orissa)	June 2012 and December 2012 Session of CS Examinations
NORTHERN INDIA REGIONAL COUNCIL		
1.	M/S G.G.D.S.D. COLLEGE Rajpur (Palampur), Distt. Kangra Himachal Pradesh	December`10 and June`11 Session of CS Examinations.

STUDENT SERVICES

2.	M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)	December`11 and June`12 Session of CS Examinations.
3.	M/s Sainath Commerce Classes C-20, Talwandi, KOTA-324 005	December`11 and June`12 Session of CS Examinations.
4.	M/s Lucknow Commerce Academy S-72/17, Old`C` Block Chauraha Rajajipuram(Near Lekhranj Residence), Lucknow-226 017	December 2011 and June 2012 session of CS Examinations.
5.	The Director M/s i360, Staffing & Training Solutions Private Limited 46, First Floor, Karanpur Dehradun (U.P)	June`11 and December`11 Session of CS Examinations.
6.	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.
7.	The Director, Commerce County- Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, HISSAR - [Haryana] Tel : 9812066937, 8059296630	December`11 and June`12 Session of C S Examination
8.	Director, M/s Advanced Commerce Study 14 Amar Complex, Dwarka More, Uttam Nagar, New Delhi-59 Mob NO: 9818301515	June`11 and December`11 Session of CS Examinations
9.	Director M/s Govindam Business School 514, Industrial Estate, Patparganj, Delhi - 110092	June`11 and December`11 Session of CS Examinations
10.	M/S CS Academy, House No. 35 8, Marla Colony, Jattal Road PANIPAT - [HARYANA] M: 09896256123 / 09255289445	June 2012 and December 2012 Session of CS Examinations
11.	M/S Career Institute of Commerce & Accounts [CICA] A-781, Near I L & Indra Vihar Joint, Indra Vihar, KOTA- 324005	June`11 and December`11 Session of CS Examinations
12.	Mr Ajay Kumar Trivedi M/s Vedanta Commerce Academy, C-28, Rajajipuram LUCKNOW 226017	June`11 and December`11 Session of CS Examinations
13.	Director, M/S Bharat Sir's Commerce Institute, 7445, Durga Puri, Haibowal Kalan, Ludhiana [Pb] Tel : 0161-6577969/2486969 9216867899	December`11 and June`2012 session of CS Examinations.
14.	Director, M/S Academy for Professional, Studies, LUCKNOW	December`11 and June`2012 session of CS Examinations.
15.	NIAM Institute of Applied Management 20/1, Old Sher Shah Suri Marg, Opp: Sector 37, Faridabad	December`11 and June`2012 session of CS Examinations
16.	Mr Pramod Kumar M/S Hari Institute of Education and Training [HIET] House No 528 E,Opp Govt Agriculture Office, Sunder Nagar Jaunpur 222002 [UP]	December`11 and June`2012 session of CS Examinations
17.	Director M/S Bharti School of Business Studies 9-N Model Town, HISAR [Haryana]	December`11 and June`2012 session of CS Examinations
18.	Heritage Women's Polytechnic Krishna Colony, Near Railway Station, Railway Road PALWAL (Haryana)	December`11 and June`2012 session of CS Examinations
19.	Shri Aatm Vallabh Jain Girls' College Hnauman Garh Road Sri Ganganagar (Raj.)-335001	December`11 and June`2012 session of CS Examinations

20.	Sri Jain Post Graduate College Ram Ratan Kochar Circle Nokha Road, Gangashahr Bikaner (Rajasthan) PIN-334401	December`11 and June`2012 session of CS Examinations
21.	The VIT Computer Education & IIBA - The Institute of Industrial & Business Accountants, 7-103, Vinayak-A Complex, Nr-HDFC Bank, Durga Nursery Road, Udaipur-313001	December`11 and June`2012 session of CS Examinations
22.	C S Launcher, Bajaj Road Near - Taparia Bagichi Sikar - 332001 (Rajasthan)	June 2012 and December 2012 session of CS Examinations
23.	Trinity College, Dharamshala Rd. Fatehabad 125050 (Haryana)	June 2012 and December 2012 session of CS Examinations
24.	Vishesh Academy of Commerce DSS-33, Old Court Complex Near Fawara Chowk, Hisar (Haryana) M; 9813170795, 9215170795	June 2012 and December 2012 session of CS Examinations
25.	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
26.	Bhandari Classes 270/9, " Pokharna House" Hathi Bhata, Ajmer- 305001 (Raj.) M: 09828505155, 0145-2600184	June 2012 and December 2012 session of CS Examinations
WESTERN INDIA REGIONAL COUNCIL		
1.	M/s Career Classes 303, Shalimar Corporate Center 8, South Tukoganj Near Hotel Balwas, Indore (M.P)	December`11 and June`12 Session of CS Examinations.
2.	M/s Institute of Management Training & Research Artha Complex, 2nd Floor Near IMA House and Tapdiya Terrace, Off. Adalat Road Aurangabad-431 001 (M.S)	June`11 and December`11 Session of CS Examinations.
3.	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`11 and December`11 Session of CS Examination.
4.	M/s AECIndia Commerce (Lawork) 208-209, Gopal Madhav Extension Place, Above Shan Shoukat, Shinde Ki Chhawani Gwalior-474 001 (M.P)	December 2011 and June 2012 Session of CS Examination.
5.	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.
6.	M/s NAVKAR INSTITUTION 7, Pallavi Row House Opp. Memnagar Fire Station Navrangpura, Ahmedabad-380009	December`10 and June`11 Session of CS Examinations.
7.	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.
8.	The Managing Director M/s IDEAL Classes Private Limited 44/375, Unnat Nagar-II Opp. Patkar College S.V. Rpad, Goregaon (West) Mumbai-40 062 Branch : Borivali (West)	June`11 and December`11 Session of CS Examinations.

STUDENT SERVICES

9.	The Director, M/s. Lex4biz 5, Rajnigandha, Tithal Road Valsad-396001 (GJ)	June'11 and December'11 Session of CS Examinations.	5.	M/s Sree Saraswathi Thyagaraja College, Palani Road, Thippampatti, Coimbatore Dist. POLLACHI-642 107	December`11 and June`12 Session of CS Examination.
10.	The Director M/S Professional Excellence Academy, Z-8, Behind Vijay Stambh, Near ICICI Bank, Zone-I, M.P.Nagar, BHOPAL 462011 [MP] M: 9074622001	December `11 and June'12 Session of C S Examination	6.	The Principal M/s National College Dindigul Road Karumandapam TIRUCHIRAPALLI-620 001 (T.N)	June`11 and December`11 Session of CS Examinations.
11.	M/S Shri Gosar Hansraj Gosrani Commerce & Shri Dharamshi Devraj Nagda BBA College, Shah Bhagwanji Kachra Education Complex Near Octroi Post, Indira Gandhi Marg, Jamnagar 351004 [Guj]	December `10 and June'11 Session of C S Examination	7.	The Administrative Officer M/S National Management College 2/16 Thudupathi, Perundurair Erode [Dist] -638 057	December`10 and June`11 Session of CS Examinations.
12.	The Director Professional Academy of Competitive Excellence[PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December `11 and June'12 Session of C S Examination	8.	The Principal M/s P.S.G.R. Krishnammal College For Women, Peelamedu COIMBATORE-641 004	December`11 & June'12 Session of CS Examinations.
13.	Managing Director Arihant Institute Pvt Ltd., "Arihant House", 2, Navin Park Society, Nr Municipal School, Sardar Patel Colony Road, Naran pura, Ahmedabad-380013	June`11 and December`11 Session of CS Examinations	9.	The Director M/S Blue Dot Academy NO.4, Balaji Avenue, 1st Street T.Nagar, CHENNAI - 600017	December `11 and June `12 session of C S examinations.
14.	M/S Vrajesh Sir,s Academy of Commerce, 404/B, Swapneet-V Near H L Commerce College, Navrangpura, Ahmedabad-380009	June`11 and December`11 Session of CS Examinations	10.	M/S Centre for Human Resources Development,Thekkel, Mannarakkayam PO ., Ponkunnam [via] Kanjirapally, Kottayam Dist., KERALA - 686506	December'11 and June `12 session of C S examination.
15.	Director M/S Dnyanoday Corporte Training Centre N-11, E-11/3, Mayur Nagar Hudco, Aurangabad 431136	June`11 and December`11 Session of CS Examinations	11.	M/s Angel Auditor College, SF NO. 37, Marakkadai Street, Brindavan, Pudukottai 622001	June`12 and December`12 Session of CS Examinations
16.	H L Centre for Professional Education, H L College Campus, University Road, Navrangpura Ahmedabad - 380009	December`11 and June`12 Session of CS Examinations.	12.	Dr. Mohan Alva M/S Alva Education Foundation Alva's College. Sundari Anand Alva Campus Vidyagiri, Moodbidri Dakshina Kannada Dist [Karnataka]	June`11 and December`11 Session of CS Examinations
17.	S V P M's College of Commerce, Science and Computer Education Malegaon Bk. Tal_ Baramati Dist: Pune - 413115	December`11 and June`12 Session of CS Examinations.	13.	MR. K N RAMASAMY, Director, -Academics, RR Academy NO.2, Noor Veerasamy Street, Off Vaalluvar Kottam High Road, Nungambakkam, Chennai 600034	June`11 and December`11 Session of CS Examinations
18.	Global Classes C-31, Ravi Nagar Near- Bhatiya Nursing Home Raja Talab, Raipur (Chattisgarh)	June 2012 and December 2012 session of CS Examinations	14.	Principal M/S Kathir College of Engineering "Wisdom Tree" S.F NO. 812/1, Neelambur Coimbtore 641062	June `11 and December`11 Session of CS Examinations
19.	Aakanksha Professional Classes Near Azad Chowk Sadar Bazar Road Raipur- 492001 (Chattisgarh) M: 9981145340; 9713788906	June 2012 and December 2012 session of CS Examinations	15.	Director PSG Institute of Management Post Box NO.1668 Avinashi Road, Peelamedu Coimbatore 641004	June `11 and December`11 Session of CS Examinations
SOUTHERN INDIA REGIONAL COUNCIL					
1.	M/s MOHANS Institute Sreyas, Chettiparambil Lane Thekkumbhagam,Tripunithura Ernakulam (Dist.), KERALA-682 301	December`11 and June`12 Session of CS Examinations.	16.	Chief Executive M/S 3-C, Computer Consulting Centre Manjathuruther Building Good Shepherd Road Kottayam 686001	December`11 and June `2012 Session of CS Examinations.
2.	PRESIDENT, M/s Dr. G.G. Shetty Educational Society @ Jnana Degula , 25/B-4 Near K.M.F., DHARWAD-580 004	June`11 and December`11 Session of CS Examination.	17.	Angel Auditor College-Kovai 11/1, Nehru Nagar, Saravanampatti PO: Saravanampatti Coimbatore - 641305 (Tamilnadu) Tel: 9751324644, 9659965205, 9842492067	June 2012 and December 2012 Session of CS Examinations
3.	M/s Bright Academy of Excellence Baba Foundation, Plot No.46 Door No.102, Flat No.6,1st Floor, South West Boag Road, T. Nagar Chennai-600 017	December 2011 and June 2012 Session of CS Examination.	18.	Divine Education and Charitable Trust, Gurukul Building, Gurukul Road, Gurukul Nagar, Near- Munsif Court, Karkala-574104 Udupi District (Karnataka) Tel : 08258-233757, 9964475417	June 2012 and December 2012 Session of CS Examinations
4.	M/s Prize Academy No.2, Teachers Colony (Off V.M. Street) Royapettah, Chennai-600 014	December`11 and June`12 Session of CS Examination.	19.	Singar Academy 52, III Floor, Salai Road Woriur, Tiruchirappalli - 620 003	June 2012 and December 2012 Session of CS Examinations



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2	Registration Status of Foundation/Executive Programme	(0120) 4522061	ms.bhagwan@icsi.edu (for Foundation Programme) rajesh.sharma@icsi.edu (for Executive Programme)
3	De-novo/ Extensión / Professional Programme Enrollment, Study materials for Professional Programme	(0120) 4522072	archana.goel@icsi.edu
4	Paperwise Exemption	(0120) 4522074	s.hemamalini@icsi.edu
5	Non-receipt of Registration Letter/Identity Cards/Student Company Secretary Bulletin/E-mail Registration/Change of Address	(0120) 4522071	naveen.kumar@icsi.edu
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11	Transcript/Verification of Qualification (only for students)	(0120) 4522081	siyaram@icsi.edu

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