



Directorate of Student Services

Part-I

Important Information for the months of March, April & May 2013

Important cut-off dates:

- 1. Last date for submission of examination form for appearing in June 2013 exam : Monday, 25th March 2013**
(without late fees)
- 2. Last date of admission to Foundation Program (if student wishes to appear in December 2013 exam) : Monday, 1st April 2013**
(31st March being Sunday)
- 3. Last date for submission of examination form for appearing in June 2013 exam : Tuesday, 9th April 2013**
(with late fees of Rs 250/-)
- 4. Last date for applying for all types of Changes in examination form for appearing in June 2013 exam (i.e. change of centre, Module, Medium) : Friday, 17th May, 2013**
(Students are advised to avoid contacting the institute for such changes at eleventh hours)
- 5. Last date of registration for Executive Program (if student wishes to appear in single module of Executive Program in December 2013 exam) : Friday, 31st May 2013**
- 6. Last date of registration for Professional Program (if student wishes to appear in any two module of Professional Program in December 2013 exam) : Friday, 31st May 2013**

Important points to be noted:

- 1. If any student wishes to apply for claiming exemption from any subject of Executive/ Professional Program on the basis of qualification, he/she is advised to submit his/her application for exemption (along with a demand draft @ Rs 1000/- per subject and attested photocopies of mark sheets of all parts of relevant qualification) at the earliest to avoid last minutes complications.**

2. If any student wishes to apply for extension of registration / or registration de-novo, he/she is advised to submit his/her application for extension of registration / or registration de-novo at the earliest. For details contact : Ms Archana Goel Tel : 0120- 4522072, e-mail : archana.goel@icsi.edu
3. Subject-wise Exemption fees / De-novo / extension fees should never be clubbed with examination fees. Students are advised to apply for the same separately. They should also mention about the same in examination form at appropriate place.
4. **Cancellation of Registration**
Registration of students registered up to and including April 2008 stands terminated on expiry of five-year period on 31st March 2013 leading to the following immediate consequences :
 - (a) Supply of “Student Company Secretary” bulletin will be discontinued from April 2013 onwards.
 - (b) Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued (after the expiry of registration period).
5. Recently five more examination centers [i.e. Hooghly (Code no. 110), Howrah (Code no. 111), Jalandhar (Code No. 232), Gorakhpur (Code No. 233), Alwar (Code no. 234, Hisar (Code No. 235)] have been opened. Students residing in & around these places may avail the opportunity.

Important:

Students whose registration is valid up to February 2013 (i.e. students registered in March 2008) are, however, eligible to appear in June 2013 examination without seeking extension of registration / registration de-novo subject to fulfilling other requirements as laid down in the regulations.

IMPORTANT

All correspondence related with students' matter should be sent to:

The Director (Student Services)
The Institute of Company Secretaries of India,
C-37, Sector-62,
Noida-201309

Registration Letter – to be downloaded from institute's website

On completion of registration as a student, the admission number/registration number is intimated to the student through e-mail and / or SMS. Students can download the Registration Letter, Fee Receipt, Important Instructions, etc. through Institute's website www.icsi.edu by entering the Admission Number / registration number received through E-Mail / SMS.

Online Services for Students at institute's website www.icsi.edu
Students of ICSI may avail following online services:
(students may avail the same by clicking on "login" button)

- 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, 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 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.

**Schedule for the year 2013 with regard to various
Cut-Off Dates for services pertaining to Students**

Particulars of Cut-off Dates	Actual Cut-off Date	Revised Cut-off Date	Reason for Extension
Receipt of Enrollment application for appearing in June,2013 examination	25.03.2013	No Change	
Acceptance of Applications for Admission to Foundation Programme	31.03.2013	01.04.2013	31 st March 2013 being Sunday
Receipt of Enrollment application for appearing in June,2013 examination (with late fee)	09.04.2013	No Change	
Acceptance of Applications for Admission to Executive/ Professional Programmes	31.05.2013	No Change	

Acceptance of Applications for Admission to Executive/ Professional Programmes	31.08.2013	02.09.2013	31 st Aug & 01 st Sep 2013 are being Saturday & Sunday respectively
Receipt of Enrollment application for appearing in Dec, 2013 examination	25.09.2013	No Change	
Acceptance of Applications for Admission to Foundation Programme	30.09.2013	No Change	
Receipt of Enrollment application for appearing in Dec, 2013 examination (with late fee)	10.10.2013	No Change	
Acceptance of Applications for Admission to Executive/ Professional Programmes	30.11.2013	02.12.2013	30 th Nov & 01 st Dec 2013 are being Saturday & Sunday respectively

Introduction of New Syllabus and Revision in Registration Fee and other Fees Payable by the Students w.e.f. 1st February, 2013

New Syllabus of Executive Programme has been implemented with effect from 1st February, 2013 and the New Syllabus of Professional Programme is being implemented with effect from 1st September, 2013.

The subjects/ papers covered under the Executive Programme and Professional Programme under the new syllabus are as under : -

EXECUTIVE PROGRAMME	PROFESSIONAL PROGRAMME
MODULE 1	MODULE 1
1. Company Law	1. Advanced Company Law and Practice
2. Cost and Management Accounting	2. Secretarial Audit, Compliance Management and Due Diligence
3. Economic and Commercial Laws	3. Corporate Restructuring, Valuation and Insolvency
4. Tax Laws and Practice	MODULE 2
MODULE 2	4. Information Technology and Systems Audit
5. Company Accounts and Auditing Practices	5. Financial, Treasury and Forex Management
6. Capital Markets and Securities Laws	6. Ethics, Governance and Sustainability
7. Industrial, Labour and General Laws	MODULE 3
	7. Advanced Tax Laws and Practice
	8. Drafting, Appearances and Pleadings
	9. Electives – Any One out of below Five Subjects

	9.1. Banking Law and Practice
	9.2. Capital, Commodity and Money Market
	9.3. Insurance Law and Practice
	9.4. Intellectual Property Rights - Law and Practice
	9.5. International Business-Laws and Practices

For detailed contents of the syllabus, please visit the website of the Institute www.icsi.edu

Besides, it has also been decided to revise the various fee payable by the students. The revision of fee is applicable for all students (i.e. Old Syllabus/ New Syllabus) with effect from 1st February, 2013. The details of revised fee are given hereunder:-

F E E S	REVISED FEE wef 01.02.2013
	(Rs.)
A. FOUNDATION PROGRAMME	
(i) Admission Fee	1500
(ii) Education Fee	3000
Total	4500
B. EXECUTIVE PROGRAMME	
(i) Foundation Examination Exemption Fee	500
(ii) Registration Fee	2000
(iii) Education Fee for Executive Programme	6500
(iv) Education 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	1000
Total	8500 / 9000* / 10000**
C. PROFESSIONAL PROGRAMME	
Education Fee	12000
D. OTHER FEES	
Registration De-novo Fee	2000
Exemption from Foundation Examination Fee (Lumpsum)	500
Exemption from Intermediate/Executive Examination Fee (Lumpsum)	750
Extension of Registration Fee	750
Service Charges for Extension of Registration(Per Module)	250
Paper-wise Exemption Fee Per Paper	1000

Issue of Duplicate Pass Certificate Fee	200
Verification of Marks Fee (Per Paper)	250
Issue of Transcripts	250
Duplicate Result-cum-Marks Statement	100
E. Examination Fees	
Foundation Programme (Lumpsum)	1200
Executive Programme(Per Module)	1200
Professional Programme (Per Module)	1200
Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee)	US\$ 100 (or equivalent amount in Indian Rupees)
Late Receipt of Enrollment Application	250
Change of Examination Centre/ Medium/ Module	250
Prospectus of Foundation Programme	500
Handbook/Prospectus of Executive Programme	500
Examination Application Form	500

(*) Payable by Commerce graduates seeking direct admission into Executive Programme.

(**) Payable by Non-Commerce graduates seeking direct admission into Executive Programme.

In connection with the above, the Regional Councils & Chapters are requested to take note of the following important points for dissemination among the student community as well as the staff members: -

1. All Foundation Programme students (Old Syllabus 2007 & New Syllabus 2012) passed in December, 2012 Session are required to be registered under Executive Programme (New Syllabus 2013) only.
2. The last examination under Foundation Programme (Old Syllabus 2007) will be held in June, 2013. From December, 2013 Session, all Foundation Programme (Old Syllabus 2007) students will be automatically switched over the New Syllabus 2013 (OMR Pattern).
3. The First Examination under Executive Programme (New Syllabus 2013) will be held in December, 2013.
4. The Last Examination under Executive Programme (Old Syllabus 2007) will be held in December, 2014 Session. From June, 2015 Session, all students will be automatically switched over to the Executive Programme (New Syllabus 2013).
5. Students getting registered to Executive Programme (New Syllabus 2013) during the period from 1st March, 2013 to 31st May, 2013, will be eligible for appearing in One Module (out of Two Modules) during December, 2013 Session. Similar system will be continued in subsequent sessions of examinations.

6. Executive Programme (Old Syllabus 2007) students may also seek switchover to Executive Programme (New Syllabus 2013). On switchover to the New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details : -

EXISTING / OLD SYLLABUS		REVISED/ NEW SYLLABUS	
PAPER	CODE	PAPER	CODE
General and Commercial Laws(*)	221	See Note below(*)	323
Company Accounts and Cost & Management Accounting	222	Cost and Management Accounting	322
Tax Laws	223	Tax Laws and Practice	324
Company Law	224	Company Law	321
Economic and Labour Laws(*)	225	See Note below(*)	327
Securities Laws and Compliances	226	Capital Markets and Securities Laws	326

(*) Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus.

The option of switchover to New Syllabus is required to be exercised at the time of seeking enrollment to examinations and the study materials of New Syllabus, if any, required to be purchased by the students by paying the requisite amount.

7. The Professional Programme (New Syllabus 2013) will be implemented with effect from 1st September, 2013. The First Examination under the Professional Programme (New Syllabus 2013) will be held in June, 2014 and the Last Examination under the Professional Programme (Old Syllabus 2007) will be held in June, 2015. From December, 2015 Session, all students will be automatically switched over to the Professional Programme (New Syllabus 2013).
8. Executive Programme (Old Syllabus 2007) students passing the examinations in June, 2013 session and submitting their registration application upto 31st August, 2013 will be registered under Professional Programme (Old Syllabus 2007). All students getting registered to Professional Programme from 1st September, 2013 onwards will be registered under Professional Programme (New Syllabus 2013).
9. Students getting registered to Professional Programme (New Syllabus 2013) during the period from 1st September, 2013 to 30th November, 2013, will be eligible for appearing in One Module (out of Three Modules) during June, 2014 Session. Similar system will be continued in subsequent sessions of examinations.
10. Professional Programme (Old Syllabus 2007) students may also seek switchover to Professional Programme (New Syllabus 2013). On switchover to the New

Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details : -

EXISTING / OLD SYLLABUS		REVISED/ NEW SYLLABUS	
PAPER	CODE	PAPER	CODE
Company Secretarial Practice	231	Advanced Company Law and Practice	331
Drafting, Appearances and Pleadings	232	Drafting, Appearances and Pleadings	338
Financial, Treasury and Forex Management	233	Financial, Treasury and Forex Management	335
Corporate Restructuring & Insolvency	234	Corporate Restructuring, Valuation and Insolvency	333
Strategic Management, Alliances & International Trade	235	NIL	
Advanced Tax Laws and Practice	236	Advanced Tax Laws and Practice	337
Due Diligence and Corporate Compliance Management	237	Secretarial Audit, Compliance Management and Due Diligence	332
Governance, Business Ethics and Sustainability	238	Ethics, Governance and Sustainability	336

The option of switchover to new syllabus is required to be exercised at the time of seeking enrollment to the examinations and the study materials of New Syllabus, if any, required to be purchased by the students by paying the requisite amount.

11. In line with the continuing emphasis on Online Services and discouraging the use of physical forms (hard copies), the price of the Prospectus-cum-Registration Application Form of Foundation & Executive Programmes and Examination Forms have been revised as per details given below : -

PARTICULARS	Amount (Rs.)
Foundation Programme Prospectus	500
Executive Programme Prospectus	500
Examination Application Form (common for all stages)	500

In case of any technical problems while submitting the Registration and Examination Forms online, students may please contact the Help Desk at pooja.iuyal@icsi.edu (Tel.No. 0120-4522069).

It is further clarified that the Registration Forms will not be sold in loose form.

Students using the downloaded copies / photocopies of the registration forms are required to remit an additional amount of Rs.500/- over and above the registration fee. Students will be required to remit additional amount of Rs.500/- in all cases wherein the incorrect (but identical) Registration Applications and / or Old Registration Applications are used by the students with effect from 1st February, 2013.

In case you need any further clarification/ information on the matter, please feel free to contact Shri A K Srivastava, Deputy Director (Student Services) OR Ms. Geetanjali S. Rathore, Desk Officer (Student Services) at E-Mail Id ashvini.srivastava@icsi.edu (Tel.No. 0120-4522083) OR at geetanjali.rathore@icsi.edu (Tel.No. 0120-4522065).

In case of academic / syllabus related queries, students may please contact Mr. Jai Prakash Agarwal, Assistant Director(Academics) at E-Mail id jai.agarwal@icsi.edu (Tel.No. 011-45341074).

New Syllabus & New Pattern for Foundation Programme Examinations :

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

1. Effective date for New Syllabus

- (i) The new syllabus of Foundation Programme is already 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

Examination would be conducted in OMR System comprising objective type multiple-choice questions. There would be two parts in a paper consisting of two subjects of 100 marks each as per the following structure:

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

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

Morning Session (10.00 A.M. to 11.30 A.M.)				
<i>Part</i>	<i>Subjects Name</i>	<i>Maximum Marks</i>	<i>Total No. of Qns.</i>	<i>Allotment of Marks</i>
1	Business Environment and Entrepreneurship	100	50	2 Marks for each Correct Answer
2	Business Management, Ethics and	100	50	2 Marks for each Correct Answer

	Communication			
Afternoon Session (1.30 P.M. to 3.00 P.M.)				
3	Business Economics	100	50	2 Marks for each Correct Answer
4	Fundamentals of Accounting and Auditing	100	50	2 Marks for each Correct Answer

3. Qualifying Marks

A candidate shall be declared to have passed in the Foundation Programme examination if he/she obtains at one sitting a minimum of forty per cent marks in each subject and fifty per cent marks in the aggregate of all subjects.

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 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 old syllabus may switch over to the new syllabus. They may exercise their option to switch over to the new syllabus while filling up the examination form for June, 2013 session and no other formal request is required to be sent to the Institute for the purpose.
- (ii) Students switching over to new syllabus will not have to pay any charges other than the cost of Study Materials under new syllabus, if any, to be purchased by them.
- (iii) Students of old syllabus are NOT eligible for any paper-wise exemptions on switching over to the new syllabus and they will have to appear in all the papers under the new syllabus irrespective of their performance in previous sessions of examinations or any other qualifications.

6. Other features

- (i) Study material will have two test papers containing multiple questions, the key answers and the specimen OMR Sheet appended at the end of the study material for self study.
- (ii) There will be no negative marking under OMR for Foundation Programme under new syllabus.

ON-LINE EXEMPTION TEST For compulsory computer training

The Institute of Company Secretaries of India (ICSI) has signed an agreement with M/s Sify Software Limited. As per the revised arrangement the online test for compulsory computer training of the students, which is being presently conducted by M/s Aptech Ltd. will be henceforth conducted by M/s Sify Software Ltd.

To facilitate the mandatory requirement for students having computer knowledge to pass the online test, M/s Sify Software has developed an online testing portal where students can appear for online test and will be able to download their certificates after 15 days of passing of online test. This will ensure that there is no delay in receiving the certificate after clearing the online test. Students can go to the online portal, register for the test and block a centre for appearing in the test. Payment for the online test can be done both in online or offline mode (through branches of SBI using Powerjyoti scheme). Students can register them for the said online test in <http://icsi.sifyitest.com>.

All concerned students may note that M/s Sify Software Ltd is the sole testing authority for ICSI. As part of the endeavor to provide better support to students, M/s Sify Software Ltd. has opened help line for students. Students can mail to icsi_hlpdesk@sifyitest.com for any query or clarifications with a copy to asit.rath@icsi.edu.

All concerned students may also note that Sify Test Centers are meant for conducting online exemption test only. Students are advised not to visit the Sify Test Centres directly without registering themselves with the Sify Online Registration Portal viz. <http://icsi.sifyitest.com> for allotment of centre.

Waiver of Transaction Charges for Online Payments to the Institute

As students are aware, various Online Services are being introduced by the Institute from time to time for the benefit of students. While availing these services by the students, they are bearing the additional charges i.e. transaction charges of 2% in addition to the applicable fee.

ICSI is pleased to inform that the Institute has decided to bear all additional charges which are till date borne by the students while making the payments online. It means the 2% transaction charges which are borne by the students will now be borne by the Institute. It will be appreciated, if students may take advantage of this initiative and use

the online services on all occasions which will help them to get prompt response and real time service.

The initiative has been taken to encourage the students to use more and more online services keeping in view the 'Go Green' initiatives of the Institute. It will also bring more accuracy in maintaining the student data.

Part-II

General Information students must know

Important e-mail ID's of Dealing Officials for Various Services of Students

S.NO.	TYPE OF QUERY	QUERY TO BE FORWARDED TO THE E-MAIL ID
1.	• REGISTRATION LETTER	rajni.sharma@icsi.edu
2.	• NON-RECEIPT OF STUDY MATERIALS	anju.gupta@icsi.edu
3.	• PAPER-WISE EXEMPTION	s.hemamalini@icsi.edu
4.	• NON-RECEIPT OF STUDENT COMPANY SECRETARY / FOUNDATION COURSE BULLETIN	rajni.sharma@icsi.edu
5.	• CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER AND OTHER PARTICULARS	rajni.sharma@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 DENOVO/ EXTENSION	archana.goel@icsi.edu
32.	• ANY OTHER QUERY (SPECIFY)	ashvini.srivastava@icsi.edu

1. Concession in Registration Fees / Examination Fees for Physically Handicapped Students:

As a social welfare measure, the Council of The Institute has decided to grant concession in Registration Fee/Examination Fee to physically handicapped students, as per details given below:

(a) Registration Fee for Physically Handicapped Students

Stage	Registration Fee to be paid by Physically handicapped students:
Foundation Program	Only Registration Fee will be charged (At present, Registration Fee is Rs 1500/-)
Executive Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs 2,000)
Professional Programme	Only Registration Fee will be charged (At present, Registration Fee is NIL)

(b) Examination Fee for Physically Handicapped Students

Stage	Examination Fee to be paid by Physically handicapped students:
Executive and Professional Programme	25% of the fee applicable to general candidate

The above concession would be granted subject to the following guidelines:-

(i) The concerned students should submit a certificate issued by a Physician/ Surgeon/Oculist working in a State/Central Government to the effect of permanent physical disability (including blindness).

(ii) The following shall be regarded as permanent physical disability:-

- (a) permanent physical disability of more than 50% in one limb; or
- (b) permanent physical disability of more than 60% in two or more limbs; or
- (c) permanent deafness with hearing impairment of 70 decibels and above; or
- (d) permanent and total loss of voice.

(iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified, namely:-

- /60 to 1/60 or field vision 110/2
- 3/60 to 1/60 or field vision 100
- FC at 1 foot to Nil or field of vision 100
- Total absence of sight

It is clarified that all other services shall be available **on full payment basis** as applicable to general category students.

2. Change of Address

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

3. E-Mail Address of the Students

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

4. Students Identity Card

All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration.

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

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

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

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

5. Compulsory Enrolment for Professional Programme.

Students who have passed/completed both modules of Executive examination are advised to seek compulsory enrolment for undergoing coaching for the Professional Programme on payment of Rs. 12000/- towards postal tuition fee.

Candidates will be admitted to the Professional Program examination, if : -

- i) He/She has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences. In other words, candidate registered as student up to and including the month of February in a year are eligible to appear in all the modules of the Professional Program examination to be held in December of that year, and those registered between March to August during a year are eligible to appear in all the four modules of the Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.
- ii) However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in any one or two module(s) of the Professional Program examination, that is to say, a candidate registered as a student up to and including the month of May in a year will be eligible for appearing in any one or two module(s) in December examination and those who are registered from June onwards and upto and including the month of November in a year will be eligible to appear in any one or two module(s) of Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.

6. Uniformity in Signatures

It has been observed that some of the enrollment applications / letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

7. Clarification Regarding Paperwise Exemption

- (a) The paperwise exemption is granted only on the basis of specific request received in writing from a registered student along with the attested photocopies of marks sheets for all parts of the Degree/examination (on the basis of which the paperwise exemption is sought) and the exemption fee @ Rs. 1000/- per paper. It is one time payment and not to be remitted for availing of paper wise exemption in every session of examination during the validity of registration period.
- (b) The application for claiming paperwise exemption must reach the Institute on or before the last date for submission of enrolment application i.e. 25th March and 25th September for June and December examinations respectively and with a late fee of Rs 250/-, the application can be accepted upto 9th April and 10th October respectively.
- (c) The paperwise exemption once granted holds good during the validity of registration period or passing/completing the examination, whichever is earlier.
- d) The paperwise exemption is cancelled only on receipt of a specific request in writing from the student concerned on or before the last date for submission of the enrolment application. If any candidate appears in the exempted paper(s) of examination without receiving the written confirmation from the Institute, but by making personal representation, appeal, request, etc., at the Examination Centre

at the last moment, his/her appearance in such paper(s) shall automatically be treated as cancelled.

- (e) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, before the last date of submission of enrolment applications for a particular examination, must see and ensure that they receive written confirmation from the Institute at least 15-20 days prior to the commencement of the examination. Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.
- (f) Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- (g) The candidates who have passed either group of the Intermediate/Final examination under the old syllabus, may claim the paperwise exemption in the corresponding subject(s) of new syllabus indicating the basis of exemption as "APO" in the appropriate column of the enrolment application.
- (h) In case the paperwise exemption has already been granted on the basis of qualification or the candidates is eligible for grant of exemption on the basis of securing 60% or more marks, a photocopy of the letter/marks-sheet issued by the Institute should be enclosed with the enrolment application while claiming such exemption, failing which the same may not be granted for the ensuing examination.
- (i) No exemption fee is payable for availing paperwise exemption on the basis of "APO" or on the basis of securing 60% or more marks in the Institute's examination.
- (j) Paperwise exemption fee is payable only when the exemption is to be availed on the basis of qualification(s) specified for the purpose.

Exemption from individual paper(s) of the Executive Programme Examination

A candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee which at present is Rs 1,000/- per paper :

1. **Industrial, Labour and General Laws:** M.A./M.B.A. (Corporate Secretaryship) / or a Degree in Law (three years or five years integrated) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

2. **Cost and Management Accounting:** M.A. (Corporate Secretaryship)/M.Com./M.B.A. (with Advanced Accountancy as one of the subjects at B.Com./B.B.A./B.A. (Corporate Secretaryship) level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com./M.B.A. level having secured 50% marks in the subject concerned) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

A candidate who has done Post Graduate Diploma in Management will be considered for exemption from the paper (CA & CMA) only if he/she submits documentary evidence from AICTE/AIU to the effect that PGDBM issued is equivalent to MBA.

3. **Tax Laws and Practice:** M.A./M.B.A. (Corporate Secretaryship) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

Paperwise Exemption to Cost Accountants

A candidate who has passed the Final examination of the Institute of Cost Accountants of India, shall be exempted from the following papers of the Executive Programme examination & Professional Programme examination on making an application together with attested copy of the Final Pass certificate and the requisite exemption fee @ Rs 1,000/- per paper on or before the last date of submission of enrolment application for the examination:

(a) Subjects pertaining to Executive Programme:

1. Cost and Management Accounting (Module I, Paper 2)
2. Tax Laws and Practice (Module I, Paper 4)
3. Company Accounts and Auditing Practices (Module 2, Paper 5).

(b) Subjects pertaining to Professional Programme :

1. Advanced Company Law and Practice (Module 1, Paper 1).
2. Financial, Treasury and Forex Management (Module 2, Paper 5).
3. Advanced Tax Laws and Practice (Module 3, Paper 7).

8. Compulsory Computer Training

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully undergo a compulsory Computer Training Programme for becoming eligible to seek enrolment to appear in CS Executive Programme examination.

The Institute, in compliance of the above said requirements, has tied up with

- M/s APTECH Limited for imparting computer training to the students of the Institute at subsidized rates. However the students may also undergo computer training from any other Institute or training center all over India at his/her convenience. For details about computer training course being conducted by M/s APTECH LIMITED for the students of the Institute; the options under Students→Miscellaneous on the Institute's website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal <http://icsi.aptechtrainingsolutions.com> for this purpose.
- M/s Sify Software Limited for conducting online exemption test for the students, who claim to have adequate knowledge on computer operation. The students who will pursue the computer training from M/s. APTECH LIMITED will also have to enroll for and appear this online exemption test to fulfil the computer training requirement of the Institute. For details about online exemption test being conducted by M/s Sify Software Limited for the students of the Institute; the options under Students→Miscellaneous on the Institute's website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal <http://icsi.sifyitest.com> for this purpose.

9. Grant of Total Exemption in Undergoing Compulsory Computer Training Programme:

(a) To Physically Handicapped Students

The Institute has decided to grant total exemption from undergoing the compulsory Computer Training Programme to the students belonging to the following based handicapped categories on scrutinizing and conducting assessment/ evaluation of the documents submitted in this regard.

- **Physically Handicapped Students:**
 - permanent physical disability of more than 50% in one limb; or
 - permanent physical disability of more than 60% in two or more limbs.
- **Visually Disabled Students:**
 - 6/60 to 1/60 or field vision 110/2
 - 3/60 to 1/60 or field vision 100
 - FC at 1 foot to Nil or field of vision 100
 - Total absence of sight

The above said category shall be regarded as permanent physical disability in order to be eligible for concessions/benefits in granting total exemption from undergoing the Compulsory Computer Training Programme.

For availing the aforesaid benefit, such applicant/students will be required to submit a certificate issued by the Medical Superintendent of State/Central Government Hospital to this effect.

(b) Total Exemption on the basis of working experience

In exceptional cases Director of IT could grant total exemption from Compulsory Computer Training to deserving students with the approval of the Chief Executive/Secretary. The criteria for considering such cases of total exemption is as under:

“A student may be considered for granting total exemption from Compulsory Computer Training if, he/she possesses not less than 3 years working experience on the computer in any organization and has acquired sufficient computer knowledge and operational skills to the satisfaction of Director of IT particularly on MS Office, Internet, E-mail or any other package which is deemed relevant for the course.”

(c) Reciprocal Arrangement between ICSI and ICAI-CMA on exemption from Computer Training

Under the reciprocal arrangement between the ICSI and ICAI-CMA on exemption from Computer Training, the students of ICAI-CMA who have already undergone the computer training to comply with the requirements of that course will be fully exempted from the compulsory computer training requirements of the ICSI. The interested students have to however submit to the ICSI the related computer training certificate issued by the ICAI-CMA in this regard.

ATTENTION STUDENTS!

ONLINE EXEMPTION TEST ON COMPUTER KNOWLEDGE PROFICIENCY

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully undergo a compulsory Computer Training Programme to be eligible for enrolment to appear in CS Executive Programme examinations.

A student can be exempted from undergoing the computer training only on the basis of their present computer knowledge. Such students have to however pass an online exemption test.

The Institute, in compliance to the above said requirements, has tied up with **M/s Sify Software Limited** to conduct the **ONLINE EXEMPTION TEST** through its test centres spread across India.

- Student should enrol for an online exemption test (to be conducted by Sify) with their registration ID and Date of Birth
- Link for online registration for the exemption test : <http://icsi.sifyitest.com>
- The test will be conducted at any of the recognized Sify Centre throughout India
- The list of Sify Centres including detailed process is given in the website <http://icsi/sifyitest.com>
- Students can pay offline/online to appear for the test

Details about Online exemption test being conducted by M/s Sify

Duration of the Test : 80 Minutes

Fees payable online - Examination charges Rs. 440/-+ bank charges as applicable

Fees payable offline - Examination charges Rs. 440/-

Bank charges Rs. 50/-

Total Rs. 490/-

Students will be allowed TWO attempts to clear the online exemption test within a period of 30 (thirty) days against the fees mentioned above.

Students can also contact Sify for any query by sending mail to icsi_hlpdesk@sifyitest.com

Registered students with Sify can log in and give their feedback/complaint through the portal.

Students may please note that M/s Aptech shall continue to provide for the computer training ONLY to the students of the Institute.

10. Student Induction Program (SIP)

Every candidate registered for the Executive Programme w.e.f. 01.09.2009 are compulsorily required to undergo seven days Student Induction Programme (SIP) within 6 months of registration. Regarding any query about SIP, students are advised to contact office of their respective Regional Council / Chapter. Alternatively, they may also call to Directorate of Training of institute on telephone no. 011-45341045.

11. Exemption from undergoing SIP :

The Council of the Institute has approved the eligibility criteria for grant of exemption from undergoing Student Induction Programme (SIP). The following candidates are exempted from undergoing SIP:

- (i) Candidates having one year of working experience as assistant or any other post equivalent thereto by whatever name called or any other higher grade thereto in the field of Finance, Secretarial, Human Resource, Marketing, General Administration, Teaching, Research etc. in any body corporate, government body, statutory or autonomous body, public undertaking, financial institution, banks, consultancy firms, Law firms or any other organization/institution which in the opinion of the Council provides scope for adequate exposure for exemption from Students Induction Programme (SIP), or
- (ii) Candidates possessing professional qualification e.g CA, CWA, LL.B, BE/B.Tech/B.Arch, MBBS, Post Graduate Degree/Diploma in Businesses Administration/ Management, MCA or any other qualification as approved by the Council from time to time.

Students seeking exemption may apply within six months from the date of registration in the Executive Programme.

The students who were enrolled on or after 1st September 2009 and yet not undergone the SIP may also apply for the exemption.

The format of application for exemption is available under 'Training' section on the website (www.icsi.edu)

12. Schedule of Fees :

F E E S	REVISED FEE wef 01.02.2013
	(Rs.)
A. FOUNDATION PROGRAMME	
(i) Admission Fee	1500
(ii) Education Fee	3000
Total	4500
B. EXECUTIVE PROGRAMME	
(i) Foundation Examination Exemption Fee	500
(ii) Registration Fee	2000
(iii) Education Fee for Executive Programme	6500
(iv) Education 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	1000
Total	8500 / 9000* / 10000**
C. PROFESSIONAL PROGRAMME	
Education Fee	12000
D. OTHER FEES	
Registration De-novo Fee	2000
Exemption from Foundation Examination Fee (Lumpsum)	500
Exemption from Intermediate/Executive Examination Fee (Lumpsum)	750
Extension of Registration Fee	750
Service Charges for Extension of Registration(Per Module)	250
Paper-wise Exemption Fee Per Paper	1000
Issue of Duplicate Pass Certificate Fee	200
Verification of Marks Fee (Per Paper)	250
Issue of Transcripts	250
Duplicate Result-cum-Marks Statement	100
E. Examination Fees	
Foundation Programme (Lumpsum)	1200
Executive Programme(Per Module)	1200
Professional Programme (Per Module)	1200
Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee)	US\$ 100 (or equivalent amount in Indian Rupees)
Late Receipt of Enrollment Application	250
Change of Examination Centre/ Medium/ Module	250
Prospectus of Foundation Programme	500
Handbook/Prospectus of Executive Programme	500
Examination Application Form	500

13. ICSI Students Education Fund Trust :

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
	Economically backward students with good academic records with Family Income up to Rs.1,00,000 per annum	Academically Bright Students
Foundation Programme	Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages	Minimum 85% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages
Executive Programme	Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages and 60% Marks in Bachelor's Degree Stage / or 65% marks in aggregate in CPT of ICAI / or 65% marks in aggregate in Foundation exam of ICAI-CMA.	Minimum 85% Marks) or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages and 70% Marks in Bachelor's Degree Stage / or 75% marks in aggregate in CPT of ICAI / or 75% marks in aggregate in Foundation exam of ICAI-CMA.

The above revised provisions shall be applicable to the students who had taken admission in CS Foundation Program / or Executive Program on or after 1st September, 2012. (*Students admitted in CS Foundation Program / or Executive Program before 01.09.12, shall be under the provisions of old criteria*)

NATURE AND EXTENT OF FINANCIAL ASSISTANCE

Eligible students shall be fully exempted from paying the Registration / Admission Fee, Postal Tuition Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/ Executive Programmes. Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme) .

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to **Director (Student Services), The Institute of Company Secretaries of India , C-37, Sector – 62, Noida – 201 309.**

14. List of institutes empanelled for imparting Oral Coaching Classes to CS students Under Public Private Partnership Scheme of ICSI:

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
	Northern India Regional Council			
1.	M/S G.G.D.S.D. COLLEGE Rajpur (Palampur) Distt. Kangra Himachal Pradesh	December 2012 and June 2013 Session of CS Examinations.	01894 239041 01894 239041 (f)	principal@ggdsdraipur.com
2.	M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)	December `12 and June `13 Session of CS Examinations.	05882259917/316790 09219401731	info@scmspbt.org
3	M/s Sainath Commerce Classes C-20, Talwandi KOTA-324 005	December `12 and June `13 Session of CS Examinations.	0744- 2406656 09829037488 09829556325	Sainath_neeraj@yahoo.co.in
4	The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, HISSAR – [Haryana}	December 2012 and June 2013 Session of C S Examination	09896150937 09812066937	commercecounty@gmail.com
5	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
6	Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida – 201306	December 2012 & June 2013 session of CS Examinations	0120 6492343 3250947 3250966 0987138512 9871385313 9818274186	lloydlawcollege@gmail.com

7	Rudram Institute Gangapur City Dist : Sawai Madhopur (Rajasthan)	December 2013 & June 2014 session of CS Examinations	09602322241	rudruminstitute@yahoo.in
8	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
9	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
10	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
11	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
12	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
13	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
14	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
15	Professional Commercial Academy B-B/57-E, Janak Puri New Delhi- 110058	June 2013 and December 2013 sessions of CS Examinations	9818829677 9899541972	eishtaneja@yahoo.com
16	ATM-Global Executive College 20/1, Old Sher Shah Suri Marg Sector-37 Faridabad – 121003	December 2013 & June 2014 session of CS Examinations	9810084417	director@atm.edu.in
	Western India Regional Council			
1.	M/s Career Classes 303, Shalimar Corporate Center 8, South Tukoganj Near Hotel Balwas Indore (M.P)	December `12 and June `13 Session of CS Examinations.	04064688/408539 4 09826026468	careerclasses@rediffmail.com

2	The Director M/s Geetanjali Education Systems Private Limited Geetanjali College of Computer Science & Commerce Indian Red Cross Building Suchak Road Opp. Shastri Medan RAJKOT-360 001	June` 2013 and December` 2013 session of CS Examinations.	0281 2587550 0281-2464377 09726184584	Gespl09@gmail.com
3	The Director M/S Professional Excellence Academy Z-8, Behind Vijay Stambh, Near ICICI Bank, Zone-I, M.P.Nagar BHOPAL 462011 [MP] M: 9074622001	December 2012 & June 2013 Session of C S Examination	0755 4225884 09893895805	Cs.amra@yahoo.com Academy.pea@gmail.com
4	The Director, Professionial Academy of Competitive Excecelligence[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
5	Global Classes C-31, Ravi Nagar Near- Bhatiya Nursing Home Raja Talab Raipur (Chattisgarh)	June 2013 and December 2013 session of CS Examinations	0771 4075158 09827108633	Globalclasses101@gmail.com
6	Study Circle B 2 106, Greenland Society J B Nagar Andheri (East) Mumbai – 59	December 2012 and June 2013 session of CS Examinations	028272829 028262829	No email id
7	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
8	KBS Commerce & Nataraj Professional Science College, Chanod Colony Naka, Silvassa Road, GIDC, Vapi- 396195 (Gujrat)	December 2012 and June 2013 session of CS Examinations	0260-2450360, 9925149047	Kbs_vapi@rediffmail.com
9	Batham Commerce Academy Sector-5, C-36, Flat No. 103, Shanti Nagar, Mira Road (East) Thane- 401107	December 2012 and June 2013 session of CS Examinations	022-28122053, 9820733984	bgtacademy@gmail.com
10	Classic Professional Classes, B-26, Surya Kiran Apartment, Saint Xevier School, Ghud Dod Road, Surat (Gujrat)	December 2012 and June 2013 session of CS Examinations	09377603217	cpcsurat@yahoo.in
11	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
12	Agarwal Professional Academy 204, MSB-II B Poddar Plaza New Siyaganj Indore-456010	June 2013 and December 2013 sessions of CS	9827545475 07312515475	Atinharbhajanka.ca@gmail.com

		Examinations		
13	Lt. Meenaben Jayantilal Kundaliya English Medium Mahila Commerce & B B A College, Chaudhary Highschool Campus, Kasturba Road, Opp: Jain Derasar Rajkot- 360001	June 2013 and December 2013 sessions of CS Examinations	0281-2448315	sadgurumjk@yahoo.in
14	Darak Tutorials Shette Building, 2 nd Floor Near Pharmacy College Indraprastha Nagar Nanded – 431605	June 2013 and December 2013 sessions of CS Examinations	9422189298 9767893929	khdarak@gmail.com
15	Arora Tutorial Devendra Nagar, Sector-4 Near Bank of Baroda Raipur (Chattisgarh)	June 2013 and December 2013 sessions of CS Examinations	9907400020 07714280110	aroratutorial@gmail.com
16	Professional Study Group 867, Patel Nagar City Center Gwalior- 474011	June 2013 and December 2013 sessions of CS Examinations	9981202069 07512343435	Ca.jatin.singh@gmail.com
17	M R Study Center for Company Secretaries, Medhauli, Morwa, Shukla More, Singrauli – 486869 (MP)	June 2013 and December 2013 sessions of CS Examinations	09839431179 09993304763	College.mrdc@gmail.com
18	Maple Classes Proprietor Prudential Educom Pvt. Ltd. 310 A, B Block, Silver Mall 8, RNT Marg Indore-452001 (MP)	December 2013 and June 2014 sessions of CS Examinations	9425060686 0731-4069983	info@caclass.co.in
19	Shantaben Adani Institute of Professional Courses The Banskantha District Mandal C/o G D Modi Vidya Sankul Opp: S T Workshop, Hoghway Palanpur Distt: Banaskantha -385001 (Gujrat)	December 2013 and June 2014 sessions of CS Examinations	9825391536 9428847734	call_bba@yahoo.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	M/s Bright Academy of Excellence Baba Foundation, Plot No.46 Door No.102, Flat No.6,1 st 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

3	M/s Prize Academy No.2, Teachers Colony (Off V.M. Street) Royapettah Chennai-600 014	December`12 and June`13 Session of CS Examination.	No nos	prizeacademy@yahoo.com
4	The Administrative Officer M/s National Management College 2/16 Thudupathi, Perundurai Erode [Dist] -638 057	December 2012 and June 2013 Session of CS Examinations.	04294 344317/324901	nmc.finance@gmail.com
5	The Principal M/s P.S.G.R. Krishnammal College For Women Peelamedu COIMBATORE-641 004	December`12 & June`13 Session of CS Examinations.	0422 2572222 0422 2591255(f)	principal@psgrkc.com
6	The Director M/S Blue Dot Academy NO.4, Balaji Avenue, Ist Street T.Nagar CHENNAI – 600017	December`12 and June`13 session of C S examinations.	044 42123501/42123 502 044 42123503(f) 044 28344816	sreesri@mscindia.org
7	M/S Centre for Human Resources Development, Thekkel, Mannarakka yam PO ., Ponkunnam [via] Kanjirapally, Kottayam Dist., KERALA – 686506	December`12 and June`13 session of C S examination.	04828 208227 09447180377	chrdkply@gmail.com
8	Kongu Arts & Science College Nanjanapuram Erode- 638107	December 2012 & June 2013 session of CS Examinations	0424 2242888/233993 3 0424 2242810(f)	kasc@kasc.ac.in
9	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
10	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
11	Enlighten Academy 101/1, Kanaka Sri Nagar Off: Cathedral Road Chennai- 600086	December 2012 & June 2013 session of CS Examinations	9381856910	enlightenmgt@gmail.com
12	Padmarajam College of Management 10, Kalpalam Road Goripalayam Madurai – 625002 (Tamilnadu)	June 2013 & December 2013 session of CS Examinations	9344108771, 81444408771	padmarajam@gmail.com

13	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
14	Alliance College of Commerce Alliance University 2 nd Cross, 36 th main, Dollars Scheme, BTM I stage Bangalore- 560 068	June 2013 & December 2013 session of CS Examinations	9986200605 9900084432	rekha.us@alliance.edu.in
15	S S Mahita Degree College, 40-26/1-15, Beside Sweet Magic Street Near D V Manor Vijayawada, Distt: Krishna (A P)	December 2013 & June 2014 session of CS Examinations	9912341815 0866-2487452	Principal.mahita@gmail.com

General Instruction :

In case of any specific problem / complaint regarding:

1. Registration, post registration, students services and postal / oral coaching, students may contact personally or write to

Mr Sohan Lal
Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62,
Noida-201309,
Tel : 0120-4522014 (D)
e-mail : sohan.lal@icsi.edu.

2. Academic guidance and suggestions, if any, students may write to

Dr S K Dixit
Director (Academics)
The Institute of Company Secretaries of India
22, Institutional Area
Lodi Road
New Delhi-110003
Tel : 011-45341016 (D)
e-mail : sudhir.dixit@icsi.edu.