

8 Months
**Foundation
Programme**

For 10+2 pass or
equivalent



a course that transforms students into

corporate
professionals



ICSI Introduces 24 x 7 Study through E-learning



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

C.S. FOUNDATION PROGRAMME

(FOR 10 + 2 PASS OR EQUIVALENT)

(W.e.f. 25th January, 2013)

PROSPECTUS



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003
tel 011-4534 1000, 4150 4444 fax +91-11-2462 6727
email info@icsi.edu website www.icsi.edu

© THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Timings of Headquarters AT NEW DELHI & NOIDA OFFICE		
1.	Working Days	Monday to Friday (Closed on Saturday, Sunday and Gazetted Holidays)
2.	Office Timings	9.00 AM to 5.30 PM
3.	Public Dealing Timings (without financial transactions) Like any query relating to students i.e. Change of Address, Issue of Duplicate Identity Card, Status of Applications, Status of Oral Coaching/Computer Training, Acceptance of Response Sheets, etc.	9.30 AM to 5.00 PM
4.	Public Dealing Timings (with financial transactions) Through cash/Demand Draft etc. i.e. Sale of Publications, Acceptance of Student Registration/ Examination/Enrollment of Applications etc.	9.30 AM to 4.00 PM
5.	Lunch Break	1.00 PM to 1.30 PM

Headquarters

ICSI HOUSE, 22 Institutional Area, Lodi Road
New Delhi 110 003

Phones:
New Delhi : 011-41504444, 45341000

Fax : 011-24626727
Website : www.icsi.edu
E-mail : info@icsi.edu

**For All Students' Related Queries and Services
Contact/Write to :**

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

E-mail : dss@icsi.edu
Phones : 0120 – 4522061, 4522071
0120 – 4522081

PRICE : ₹ 500 (Excluding Postage & Packing)
₹ 540 (By Registered Post)

PROSPECTUS

for

C.S. FOUNDATION PROGRAMME

The Institute

The Institute of Company Secretaries of India, is a statutory body constituted under the Company Secretaries Act, 1980 (Act No. 56 of 1980) to develop and regulate the profession of Company Secretaries. The Institute has its headquarters at New Delhi and four Regional Council/Offices at NEW DELHI, KOLKATA, CHENNAI & MUMBAI and 70 Chapters (including Dubai Chapter) located in various cities.

Objectives of C.S. Foundation Programme

1. To offer an opportunity to students passing the Senior Secondary examination, the stage at which they decide their career, to have wider options towards their career building.
2. To attract talented students to the profession at the right age, having requisite aptitude; to plan their future at the right age.
3. To enable students, desiring to take up company secretaryship profession, to enter early in the profession - to be able to stay longer.

Eligibility for Admission in C.S. Foundation Programme

Candidates who have passed Senior Secondary (10+2 or equivalent) examination of a Board/University constituted by law in India or any examination recognized by the Central Government as equivalent thereto can join the CS Foundation Programme. There is no minimum requirement of percentage of marks secured at Senior Secondary (10+2 or equivalent) examination.

Provisional admission, however, is allowed to candidates at any time after they have appeared or enrolled for appearing in the final of Senior Secondary examination (10+2 pass or equivalent), subject to the condition that such provisional admission would be valid for not more than 6 months from the date of admission within which time the student should furnish proof of having passed the Senior Secondary (10+2 pass or equivalent) examination.

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 Sr. Secondary (10+2) examination- shall stand cancelled and no refund of Tuition Fee, Admission fee etc. will be made.



Exemption from C.S. Foundation Programme

All graduates and post graduates (excluding fine arts) and those passed in the Foundation examination of The Institute of Cost Accounts of India (ICAI-CMA) or CPT Examination of The Institute of Chartered Accountants of India (ICAI) or of any other accountancy institution in India or abroad recognised as equivalent thereto by the Council of the Institute are exempted from passing the Foundation Programme examination. Such students may directly seek registration to Executive Programme of Company Secretaryship Course.

Last Date for Seeking Admission:

31st March for appearing in December Examination in the same year.

30th September for appearing in June Examination in the next year.

COURSE FEE: ₹ 4,500/- payable at the time of admission (₹ 1500/- towards Admission Fee & ₹ 3,000/- towards Education Fee)

Foundation Programme is a part of 3-stage professional examination of Company Secretaryship Course (i.e. Foundation/Executive/Professional Programmes).

The admission is open throughout the year. The admission to the Foundation Programme will be valid for a period of three years from the month in which the application complete in all respects, is accepted by the Institute for admission, in accordance with the Company Secretaries Regulations, 1982.

Registration Procedure

Students may seek admission to Foundation Programme through online and offline modes. E-Mail Ids and Mobile Numbers are invariably required to be mentioned for prompt response.

(i) Through Online Mode:

Online registration facility is available at Institute's student portal www.icsi.edu on using the login button on home page. For registration Students are advised to first click on "login" button, then click on "Student" option and then click on "Student Registration". To apply online, students are advised to read the instructions carefully. The fee can be remitted through Debit/Credit Cards/Net Banking: Once the payment is done, students are advised to upload documents in support of their qualification. Hard copies are not accepted if the student is applying through online mode.



(ii) Through Offline Mode (Physical Submission of the Registration Application Forms at Headquarters, Regional Offices & selected Chapter Offices of the Institute)

Student desirous to take admission in CS Foundation Program through off-line mode, is required to submit the prescribed registration form (attached at the end of this prospectus) alongwith the requisite fee and copy(ies) of the documents i.e. Date of Birth Certificate(10th) and 10+2 Pass Certificate/Mark Sheet (Admit Card/ Hall Ticket in case appearing in the Senior Secondary Examinations) at Headquarters, Regional Offices & selected Chapter Offices.

The Headquarters, Regional Councils & selected Chapter Offices issue the Study Materials instantly to the students if the application submitted by them are *prima facie* in order.

There is no late fee for admission to the Foundation Programme

Candidates are admitted for the Foundation Programme throughout the year. Examinations are held twice a year in June and December. Candidates admitted upto 31st March, are eligible to appear in December examination to be held in the same year and those admitted upto 30th September can appear earliest in June examination to be held next year. There is no system of late fee for admission to Foundation Programme and students who miss the cut-off dates of 31st March/30th September will not be eligible for appearing in the next December June Sessions of Examinations.

Prescribed subjects of study for the C.S. Foundation Programme

1. Business Environment and Entrepreneurship
2. Business Management, Ethics and Communication
3. Business Economics
4. Fundamentals of Accounting and Auditing.

Registration Number, Registration Letter

On completion of registration, the Registration number will be intimated to the student through E-Mail or SMS. Students can download the Registration Letter, Important Instructions, etc. through Institute's website www.icsi.edu on using the login button on home page by either entering the Registration Number received through E-Mail/SMS or by accessing through his user ID.

Identity Card

Identity Card can be downloaded from student's portal www.icsi.edu on using the login button after creating login credentials (password, etc.). The Registration 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 the 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, Examination Centre, etc.

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.

Syllabus

Details of syllabus alongwith suggested books of readings on each of the subjects of study and examination of the Foundation Programme is appended at Annexures-I and II to this prospectus.

Candidates are expected to be conversant with the amendments to the laws made upto six months preceding the date of examination.

Oral Coaching Classes

(a) Regional Councils & Chapters & their Collaborative Centres

The Institute provides facility of oral coaching classes. 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 and charge the fee which may vary from place to place.



Students interested in having further details may, as per their convenience, contact any Regional Council/Chapter Office of the Institute as per the addresses given in “Annexure-III” in this prospectus.

(b) Recognized Oral Tuition Centres of the Institute

The Institute has also recognized certain colleges/Senior Secondary Schools/Private Institutions to impart Oral Coaching Classes for the CS Foundation Programme Students. A list of such Accredited/Private Institutions is available at the website of the Institute viz. www.icsi.edu. Students have the option to attend the oral coaching classes through any of these institutions subject to his/her convenience. The fees charged by these centres may vary from place to place.

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

Apart from the conventional mode of Oral Coaching Classes, E-learning portal is also available for the students of Company Secretary Foundation Programme. Students throughout 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.

Under e-learning, students can have continuous access to studies and guidance of academic faculty on-line. The e-learning module enables the students to have access to learning and faculty support at any time as per their convenience. Interactivity is established by modules such as Discussion Boards and Online Chat. Virtual classroom facility under e-learning portal enables the students to interact live with the faculty.

For details about E-learning facility and fees thereof, students may visit E-learning Portal of ICSI at <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 and 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

Fees

The fee for admission and Education fee is ₹ 4,500/- which is payable in lumpsum at the time of admission. Payment is to be made by demand draft drawn in favor of ‘The Institute of Company Secretaries of India’, payable at New Delhi (or through online services of the Institute). **A candidate once admitted is not entitled to refund of fees paid by him/ her under any circumstances.** However, a person whose application for admission is not accepted is entitled to refund of fees subject to deduction of administrative charges which presently is ₹25 only.

NOTE: Payment by way of cheque (including at par or multi-city cheques) is not accepted by the Institute.



Concession in Registration Fee/Examination Fee

(a) Scheduled Caste/Scheduled Tribe Candidates

Applicants belonging to Scheduled Castes/Scheduled Tribes are required to pay half fees only subject to submission of requisite certificate issued by the competent authority.

(b) Physically Handicapped Students

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

(i) Registration/ Admission Fee

Only Registration/ Admission Fee will be charged (At present, Registration/ Admission Fee is ₹1,500)

(ii) Examination Fee

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:-
 - 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



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

EXAMINATION

Foundation Programme Examination

After completion of a minimum **period of 8 months** from the date of admission (excluding the month of admission and the month of examination), the candidates would be eligible for appearing in the Foundation Programme examination presently conducted twice a year in June and December. 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 each.

Examination Timings:

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

After-noon Session: 1.30 P.M. to 03.00 P.M. (90 minutes)

Morning Session (10.00 A.M to 11.30 A.M.)				
Part	Subjects Name	Maximum Marks	Total No. of Qns.	Allotment of Marks
1	Business Environment and Entrepreneurship	100	50	2 Marks for each Correct Answer
2	Business Management, Ethics and Communication	100	50	2 Marks for each Correct Answer
Afternoon Session (1.30 P.M. to 03.00 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



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.

Application for Examination

Students are advised to submit the examination form through online services of the Institute at institute's website www.icsi.edu on using the login button on home page.

In case he/she is desiring to fill up the examination form through offline mode (i.e. hard copy), the same can be obtained from the offices of the Institute/Regional Councils/Chapters on payment of ₹ 500/- (Rupees Five Hundred only).

The hard copy of the examination form can also be obtained by post from the Institute (Noida Office) by sending demand draft of ₹ 540/- (Rupees Five Hundred and Forty only) drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi, along with the request letter for the same, detailing the name of the student, Registration Number and complete postal address.

EXAMINATION FEES

₹ 1,200/- (Rupees One Thousand Two hundred only).

Last date for receipt of enrolment applications for examination in the Institute:

- (i) 25th March (with late fees of ₹ 250, 9th April) for June examination.
- (ii) 25th September (with late fees of ₹ 250, 10th October) for December examination.

Examination Requirements

Students are required to comply with such other conditions relating to examination as may be laid down by the Council of the Institute from time to time.

Admit Card

An admit card stating the place, dates and times at which the candidate may present himself/herself for an examination shall be uploaded on the website of the Institute www.icsi.edu not less than 15 days before the date of commencement of the examination.



Examination Centres

(i) Examination Centres in India

The Institute's examinations are currently held at the following 83 centres in India.

Current Examination Centres:

EIRC	NIRC	SIRC	WIRC
1 Bhubaneswar	1 Agra	1 Bangalore	1 Ahmedabad
2 Dhanbad	2 Ajmer	2 Calicut	2 Aurangabad
3 Guwahati	3 Allahabad	3 Chennai	3 Bhopal
4 Jamshedpur	4 Alwar	4 Coimbatore	4 Indore
5 Hooghly	5 Ambala	5 Ernakulam	5 Jabalpur
6 Howrah	6 Bareilly	6 Hubli-Dharwad	6 Kolhapur
7 Kolkata (N)	7 Bhilwara	7 Hyderabad	7 Mumbai (CG)
8 Kolkata (S)	8 Bikaner	8 Kottayam	8 Mumbai (GTK)
9 Patna	9 Chandigarh	9 Madurai	9 Mumbai (JOG)
10 Ranchi	10 Dehradun	10 Mangalore	10 Nagpur
11 Siliguri	11 Delhi (East)	11 Mysore	11 Nashik
	12 Delhi (North)	12 Pudducherry	12 Navi Mumbai
	13 Delhi (South)	13 Salem	13 Panjim
	14 Delhi (West)	14 Thiruvananthapuram	14 Pune
	15 Faridabad	15 Thrissur	15 Raipur
	16 Ghaziabad	16 Tiruchirapalli	16 Rajkot
	17 Gorakhpur	17 Vijayawada	17 Surat
	18 Gurgaon	18 Visakhapatnam	18 Thane
	19 Hisar		19 Vadodara
	20 Jaipur		
	21 Jalandhur		
	22 Jammu		
	23 Jodhpur		
	24 Kanpur		
	25 Kota		
	26 Lucknow		
	27 Ludhiana		
	28 Meerut		
	29 Noida		
	30 Shimla		
	31 Sonipat		
	32 Srinagar		
	33 Udaipur		
	34 Varanasi		
	35 Yamunanagar		

(ii) Overseas Examination Centre: Dubai

Candidates desiring to appear from overseas centre at Dubai are required to pay in addition to the examination fee, surcharge which presently is **US\$ 100 or its equivalent** amount in Indian Currency.

Note: Institute reserves the right to open new Examination Centre(s) and to close any of the existing Examination Centre(s) without any notice or assigning any reason.



Option of Hindi Medium Question Papers for examination

Candidates who opt Hindi as a medium for the Foundation Programme examination would be supplied Question Paper Booklet printed in English along with Hindi version except for Business Management, Ethics and Communication subject. However, the OMR Answer Sheet will be in English language only. If any candidate fails to indicate the option for the examination in his/her Examination Form, English language will be taken as the option by default.

The study material, however, is supplied in English medium only.

Change of Examination Centre

Applications for change of examination centres are not ordinarily entertained by the Institute. However, applications in this regard together with a fee of ₹ 250/-, with a valid reason for change of examination centre received in the Institute not less than 15 days before the date of the commencement of an examination may be considered by the Council.

Examination Results

The results of the Foundation Programme examination held in June/December are generally declared within two months from the date of conclusion of the examination. The result along with the individual candidate's subjectwise break-up of marks will be made available on Institute's website www.icsi.edu after the declaration of the results. Formal E-Result-cum-Marks Statement will be uploaded on the institute's website www.icsi.edu which can be downloaded by the students for their reference and records.

Registration for Executive Programme

The students passing the Foundation Programme examination are eligible to seek registration as a student for Executive Programme. Candidates registered as students for Executive Programme upto and including the month of February in a year, will be eligible for appearing in December examination of that year and those registered upto and including the month of August in a year will be eligible for appearing in June examination of next year subject to completion of Postal/Oral coaching, Student Induction Programme and Computer training programme or exemption there from. However, the candidates completing Oral/Postal coaching successfully will be eligible to appear in one Module of the Executive Programme examination to be held in June or December; if he/she is registered as a student with the Institute up to and including the month of November of the preceding year or May of that year as the case may be.

Since the time lag between the declaration of result and the closing date for registration for Executive Programme is short, the students passing the Foundation Programme examination are advised to take necessary steps immediately after declaration of results so that they could be registered as students.



Students Facilities

A. Financial Assistance/Scholarship, etc.

(i) 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. Registration fees/Admission fees, Education Fees, Examination fees and other fees usually payable at the time of admission is fully refunded to all students who are eligible for financial assistance under this Trust as per the criteria decided by the Institute time to time. For existing eligibility criteria please visit Institute's website www.icsi.edu. Summarised details are:-

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
Foundation Programme	Economically Backward Students with good academic records and family income upto ₹1,00,000 per annum. Minimum 65% marks (or equivalent CGPA) in both Matriculation (Class X) and Senior Secondary (Class XII) stages.	Academically Bright students. Minimum 85% marks (or equivalent CGPA) in both Matriculation (Class X) and Senior Secondary (Class XII) stages.

(ii) Merit-cum-Means Assistance Scheme

The Scheme is intended for students enrolled for the Executive and Professional Programmes to provide financial assistance to the economically needy candidates to enable them to pursue the company secretaryship course. Announcement in this regard is published on the website and in the students bulletin "Student Company Secretary" normally and on website, in the month of March/April and September/October issues inviting applications for award of assistance. Presently the financial assistance per student is ₹ 350 per month and the candidates selected for the award of assistance will be exempted from payment of postal tuition fees and examination fees only paid/payable during the period of assistance.

B. Other facilities

(i) Library

The Institute has libraries located in its four Regional Offices and in most of the Chapters. For borrowing books, interested students may become members of the



library on payment of security deposit and annual subscription to the concerned Regional Office, Chapter Office as decided by them from time to time.

(ii) Employment Assistance

The Institute and its Regional Offices maintain an Employment Service Scheme for students who have passed the Executive or Professional Programme examination of the Institute and are available for employment. Names of suitable candidates are sponsored to prospective employers on request. Various advertisements for jobs also regularly appear in 'Chartered Secretary' and 'Student Company Secretary' - the journals of the Institute.

(iii) Company Secretary Foundation Bulletin

The Institute brings out a bi-monthly 'Company Secretary Foundation Programme Bulletin' which is sent free of cost to all the students admitted to C.S. Foundation Programme.

(iv) Student Company Secretary

The Institute brings out a bi-monthly bulletin 'Student Company Secretary' which is sent free of cost to all the students pursuing studies for Executive and Professional Programme. The students admitted for the Foundation Programme may subscribe for the bi-monthly 'Student Company Secretary' bulletin on payment of ₹ 50 per annum.

(v) Chartered Secretary Journal

The Foundation Programme candidates can enjoy the concessional subscription to the Institute's monthly journal 'Chartered Secretary' on payment of concessional subscription of ₹ 500 per annum. The normal subscription is otherwise ₹ 1,000.

(vi) Rail Concession

For appearing in the Institute's examination, railway authorities allow concession in rail fare to the students who are not in full time employment and are below the age of 25 years. Rail concession is allowed from the place of residence or duty to the nearest examination centre and vice-versa. The application for rail concession with necessary particulars should reach the Institute at least 30 days before the commencement of an examination for obtaining rail concession certificate. Local rail travel concession is not allowed by the railway authorities. The concession being allowed by Railways are subject to change without notice.

(vii) Air Concession

The Indian Airlines provides concession in air fare for domestic travel, to students of the Institute subject to the following conditions:

- (i) he/she is less than 26 years of age;
- (ii) he/she is not employed; and
- (iii) he/she is not in receipt of stipend of more than Rs. 150 per month.

The concession being allowed by airlines are subject to change without notice.



Bona fide Certificate

The Institute issues *bona fide* Certificate to the students for a specific purpose on receipt of a request in writing.

Advisory Note

Students may please note that in case any discrepancy/factual error is noticed in any of the information/documents furnished by them including non-eligibility and submission of fake/forged certificates at any stage, it may result in cancellation of admission, forfeiture of fees remitted, cancellation of results/appearances and all or any of the benefits accrued thereon.

Undertaking

Candidates seeking admission to the Foundation Programme are required to give an undertaking that he/she shall conduct himself/herself in a manner befitting the ideals and standards of the profession of company secretaries generally and as specified by the Council from time to time and shall abide by such bye-laws or other standing orders as may be framed by the Council and made applicable to him from time to time.

Company Secretaries Regulations, 1982

All the candidates admitted to the Foundation Programme with the Institute are governed by the Company Secretaries Regulations, 1982, as amended and shall pay the fees as applicable from time to time.

Academic and Administrative Guidance

Being a distance learning programme, the Institute provides all the necessary academic and administrative guidance to all its students through its headquarters, regional offices and chapters. The addresses and working hours of the Regional Offices and Chapters are given in Annexure-III.

Timely and proper compliance of various regulatory requirements by the Students, would help the Institute to provide them better and better services, and avoid delays and protracted correspondence.

The Secretariat of the Institute

CS M.S. Sahoo, is the Secretary and CS Sutanu Sinha is the Chief Executive of the Institute. The Secretariat comprises of Academic and Administrative wings such as Academics and Professional Development, Publications, Student Services, Examination, Administration, Human Resource, Public Relations, Training, Membership, Legal, Placement, Accounts & Finance, Information Technology, Professional Discipline, Infrastructure and Dean, CCGRT in Navi Mumbai, etc.



For removal of difficulties or seeking further information or clarification on any of the matters, the following officers of the Institute can be contacted.

I. Administrative and Support Services (Administrative Wings)

1. Sohan Lal
Director (Student Services)
Tel. No. 0120-4522014
Administration of Students admission/ registration, enrolment of examinees, issue of Identity Cards, Pass Certificates, payment of fees, administration of postal/oral coaching and examination including exemptions, mailing of Student Company Secretary Bulletin/Foundation Programme Bulletin and Employment Services etc.
2. T.R. Manik
Joint Director (Examination)
Tel. No. 0120-4522011
Conduct of examinations and declaration of results, administration of prize award schemes, merit scholarships & merit-cum-means assistance schemes, verification of marks, issue of duplicate mark-sheets, issue of certified copies of answer books and all other related matters.
3. Dr. (Ms.) Amita Ahuja
Sr. Director (Public Relations & Corporate Communication)
Tel. No. 011-45341013
(Extn.1013)
Image building through TV/AIR/Press Publicity, Career Fairs, production of films and informative literature, Advertisements in Newspapers, Press Releases, Press Conferences, liaison with Industry, Ministries and other platforms including general guidance to prospective students.
4. Ankur Yadav
Sr. Director (Information Technology)
Tel. No. 0120-4522012
Information Technology and related activities pertaining to infrastructure Networking. Website, E-learning and other E-initiatives of the Institute.
5. P.K. Grover
Director (Administration & HR)
Tel. No. 011-45341015
All administrative matters and matter relating to Human Resources.
6. A.K. Dixit
Joint Director (Council Affairs) & Director (Discipline)
Tel. No. 011-45341022
All matters relating to professional discipline and Council affairs.
7. M.K. Gupta
Joint Director (Finance & Accounts)
Tel. No. 0120-4522013
All matters relating to Finance and Accounts.



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

- | | |
|--|--|
| 8. Meenakshi Gupta (Ms.)
Joint Director (Legal & Membership)
Tel. No. 011-45341047 | All work relating to Licentiate-ship, Membership, Legal Services and Company Secretaries Benevolent Fund (CSBF). |
| 9. S.K. Nagar
Joint Director (Training & Placement)
Tel. No. 011-45341045 | All work relating to Apprenticeship & Practical Training including exemption thereof and Placement Services for Members. |

II. Academics and Professional Development (Academic Wings)

- | | |
|--|---|
| 1. Dr. S. K. Dixit
Director
Tel. No. 011-45341016 | Academic Research and Guidance, preparation of study materials, conducting of Professional Development, Continuing Education and Participative Certificate Programmes. Post Membership Qualification Courses, ICSI National Award for Excellence in Corporate Governance and matters relating to International Perspective of the profession. All matters of Professional Development – Practising Company Secretaries, Capital Markets, Company and Corporate Laws, Quality Review, Peer Review, Guidance Notes and Expert Opinion. Academic support to e-learning and monitoring of Library Facilities at Headquarters, Regional Councils and Chapters. Printing, Publishing, Marketing and sale of Publications including Journals and CDs of the Institute. |
| 2. CS Alka Kapoor
Joint Director
Tel. No. 011-45341018 | |

III. Centre for Corporate Governance Research & Training (CCGRT)

- | | |
|---|--|
| 1. Gopal Chalam
Dean, CCGRT
Navi Mumbai
Tel. No. (022) 27577814-15 | All matters relating to Research, Preparation of publications, Organization of Professional Development Programmes at CCGRT. Secretarial Standards and Guidance Notes thereon. |
|---|--|

Regional Offices of the Institute

The Institute has Regional Offices at New Delhi, Chennai, Kolkata and Mumbai to help and assist the activities of the Institute in these regions. The regional offices provide the following facilities to students:

- (i) answering of queries relating to company secretaryship course;



- (ii) general guidance to the students pursuing the course;
- (iii) oral coaching;
- (iv) library service;
- (v) students training/contact programmes;
- (vi) assistance to students in filling up of registration and examination forms;
- (vii) sale of Institute's study materials, publications, audio lectures, forms;
- (viii) acceptance of registration/examination forms, response sheets under postal coaching scheme etc.;
- (ix) employment services to students/members.

Prospectus: Company Secretaryship Course

For complete details regarding the company secretaryship programme, the candidates admitted for Foundation Programme may obtain, if they so desire, a copy of the Prospectus 'Career in Company Secretaryship — A Handbook' on payment of ₹ 500 in cash at the Headquarters/Regional Offices of the Institute or by Registered post on payment of ₹ 550/- by way of crossed demand draft/postal order drawn in favor of 'The Institute of Company Secretaries of India', payable at New Delhi. All correspondence pertaining to the academic guidance may be addressed to Dr. S.K. Dixit, Director (Academics and Professional Development) and the matters pertaining to Foundation Programme admission and coaching may be addressed to Shri Sohan Lal, Director (Student Services), at the Institute's address.

Annexures

- I. Syllabus.
- II. List of recommended books.
- III. Addresses and working hours of the Regional Offices and Chapters.
- IV. Foundation Programme Examination Form-EXA. (**Specimen**)
- V. Envelope containing Admission Form-REG alongwith List of Codes.



SYLLABUS FOR FOUNDATION EXAMINATION

PAPER 1: BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Level of Knowledge: Basic Knowledge

Objective: *To give orientation about different forms of organizations, functions in organizations, business strategies and environment, along with an exposure to elements of business laws and entrepreneurship.*

Contents:

PART A: BUSINESS ENVIRONMENT (30 MARKS)

1. Business Environment

- Introduction and Features
- Concepts of Vision & Mission Statements
- Types of Environment:
 - Internal to the Enterprise
 - Value System, Management Structure and Nature, Human Resource, Company Image and Brand Value, Physical Assets, Facilities, Research & Development, Intangibles, Competitive Advantage
 - External to the Enterprise
 - **Micro:** Suppliers, Customers, Market Intermediaries
 - **Macro:** Demography, Natural, Legal & Political, Technological, Economy, Competition, Socio-Cultural and International
- Business Environment with reference to Global Integration

2. Forms of Business Organization

Concept and Features in relation to following business models:

- Sole Proprietorship
- Partnership
- Company
- Statutory Bodies and Corporations
- HUF and Family Business
- Cooperatives, Societies and Trusts
- Limited Liability Partnership
- Other Forms of Organizations



3. Scales of Business

- Micro, Small and Medium Enterprises
- Large Scale Enterprises and Public Enterprises
- MNCs

4. Emerging Trends in Business

Concepts, Advantages and Limitations

- Network Marketing
- Franchising
- Business Process Outsourcing (BPO)
- E-Commerce
- M-Commerce

5. Business Functions

- Strategic: Planning, Budgetary Control, R&D, Location of a Business, Factors affecting location, Decision Making and Government Policy
- Supply Chain: Objectives, Importance, Limitations, Steps, Various Production Processes
- Finance: Nature, Scope, Significance of Financial Management, Financial Planning (Management Decisions – Sources of Funds, Investments of Funds, Distribution of Profits)
- Marketing: Concept, Difference between Marketing and Selling, Marketing Mix, Functions of Marketing
- Human Resources: Nature, Objectives, Significance
- Services: Legal, Secretarial, Accounting, Administration, Information and Communication Technology

PART B: BUSINESS LAWS (40 MARKS)

6. Introduction to Law

- Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases

7. Elements of Company Law

- Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-Governance

8. Elements of Law relating to Partnership

- Nature of Partnership and Similar Organizations - Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners: New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and Partnership



9. Elements of Law relating to Contract

- Contract – Meaning; Essentials of a Valid Contract; Nature and Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency

10. Elements of Law relating to Sale of Goods

- Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of Unpaid Seller

11. Elements of Law relating to Negotiable Instruments

- Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument - Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments

PART C: ENTREPRENEURSHIP (30 MARKS)

12. Entrepreneurship

- **Introduction to Concept of Entrepreneurship, Traits of Entrepreneur, Entrepreneurship:** Who is an Entrepreneur, Why Entrepreneurship
- **Types of Entrepreneurs** - Idealist, Optimizer, Hard Worker, Sustainer, Improver, Advisor, Superstar, Artiste, Visionary, Analyst, Fireball, Juggler, Hero, Healer
- **Distinction Between Entrepreneur and Manager**
- **Entrepreneurship and Intrapreneurship:** Definition, Features, Examples and Difference

13. Entrepreneurship - Creativity and Innovation

- **Entrepreneurial Venture Initiation:** Sensing Entrepreneurial Opportunities, Environment Scanning, Market Assessment
- **Assessment of Business Opportunities:** Identification of Entrepreneurial Opportunities, Selection of an Enterprise, Steps in setting up of an Enterprise
- **Entrepreneurial Motivation:** Meaning and Concept, Process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability, Mentoring and Planning Action
- **Developing Effective Business Plan**

14. Growth & Challenges of Entrepreneurial Venture

- **Strategic Planning for Emerging Venture:** Entrepreneurial Opportunities in Contemporary Business Environment
- **Financing the Entrepreneurial Business:** Resource Assessment— Financial and Non-Financial, Fixed and Working Capital Requirement, Funds Flow, Sources and Means of Finance
- **Managing the Growing Business:** Effecting Change, Modernization, Expansion, and Diversification



PAPER 2: BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

Level of Knowledge: Basic Knowledge

Objectives: *To acquaint with the basic principles of management, ethics and communication techniques.*

Contents:

PART A: BUSINESS MANAGEMENT (40 Marks)

1. Nature of Management and its Process

- Meaning, Objectives, Importance; Nature of Management- Science, Art, Profession; Management Approaches; Management Functions- Planning, Organizing, Human Resource Management, Directing and Control; Principles of Management- Fayol's and Taylor's Principles; Managerial Skills; Task and Responsibilities of Professional Manager

2. Planning

- Concept, Features, Importance, Limitations; Planning Process; Types of Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget; Plan vs. Programme, Policies and Procedures; Decision-Making

3. Organisation

- Concept, Features, Importance, Limitations; Organizing Process; Types of Organisation; Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation

4. Human Resource Management

- Concept, Features, Importance, Limitations; Recruitment Process- Selection; Training and Development- Methods; Functions of Personnel Manager; Performance Appraisal

5. Direction and Co-ordination

- Direction: Concept, Features, Importance, Limitations; Elements of Direction –Supervision, Motivation, Leadership, Communication;
- Co-ordination: Concept, Features, Importance, Limitations; Types- Internal and External; Co-ordination- the Essence of Management

6. Controlling

- Concept, Features, Importance, Limitations; Control Process; Essentials of a Good Control System; Techniques of Control- Traditional and Non-Traditional Control Devices; Relationship between Planning and Controlling

7. Recent Trends in Management

- Change Management
- Crisis Management
- Total Quality Management
- Risk Management
- Global Practices

PART B: BUSINESS ETHICS (20 MARKS)

8. Business Ethics

- Genesis, Concepts, Elements, Ethics in Business



- Challenges of Business Ethics and Corporate Leadership
- Ethical Principles in Business – Indian Perspective

PART C: BUSINESS COMMUNICATION (40 Marks)

9. Business Communication

- Concept, Features, Importance, Limitations; Means of Communication — Written, Oral, Visual, Audio-Visual
- Principles and Essentials of Business Communication
- Process of Communication
- Barriers to Communication

10. Essentials of Good English

- Grammar and Usage; Enriching Vocabulary, Words - Multiple Meaning, Single Word for a Group of Words - Choice of Words - Words Frequently Mis-spelt; Punctuations, Prefix and Suffix; Parts of Speech; Articles; Synonyms and Antonyms; Tenses; Idioms and Phrases; Foreign Words and Phrases commonly used; Abbreviations and Numerals; Pronunciation. Latin, French and Roman words which are used in abbreviated form like "e.g., RSVP, viz. etc."

11. Business Correspondence

- Human Resource: Preparation of Resume, Job application, Drafting of Interview Letters, Call Letters and Offer of Appointment, Provisional and Final Appointment Orders; Goodwill Messages, Condolence Letters
- Purchase: Requests for Quotations, Tenders, Samples and Drawings; Purchase Order, Order Acceptance, Complaints and Follow-Up
- Sales: Drafting of Sales Letters, Circulars, Preparation of Sale Notes, Sales Reports, Sales Promotion Matters, Customers' Correspondence - Regarding Dues, Follow up Letters
- Accounts: Correspondence with Various Agencies; Banks - Regarding Over-Drafts, Cash Credits and Account Current, Insurance Companies - Regarding Payment, Renewal of Insurance Premium, Claims and their Settlement
- Secretarial: Correspondence with Shareholders and Debenture-Holders Pertaining to Dividend and Interest, Transfer and Transmission, Stock Exchanges, Registrar of Companies and Various Authorities like Reserve Bank of India, SEBI
- Introduction to Preparation of Agenda and Minutes for Meetings

12. Administration

- Drafting of Messages; Messages through Electronic Media; Public Notices and Invitations; Representations to Trade Associations, Chambers of Commerce and Public Authorities

13. Inter-departmental Communication

- Internal Memos; Office Circulars; Office Orders; Office Notes; Representation to Chief Executive and Replies thereto; Communication with Regional/Branch Offices

14. Preparation of Press Releases

15. E-Correspondence



PAPER 3: BUSINESS ECONOMICS

Level of Knowledge: Basic Knowledge

Objective: *To familiarize the basic concepts and theories of economics, elementary statistics and mathematics.*

Contents:

PART A: ECONOMICS (70 MARKS)

1. Nature and Scope of Economics

- Economics : Definition, Nature and Scope; Micro and Macro Economics; Positive and Normative Economics; Central Problems of an Economy; Production Possibility Curve and Opportunity Cost; Working of Economic Systems (Capitalistic Economy, Socialistic Economy, Mixed Economy); Economic Cycles; Inflation and Recession

2. Theory of Demand and Supply

- Utility Analysis - Total Utility and Marginal Utility; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; Consumers' Equilibrium; Law of Demand & Elasticity of Demand; Law of Supply & Elasticity of Supply; Demand and Supply Equilibrium; Theory of Consumer's Behaviour – Marshallian Approach and Indifference Curve Approach

3. Theory of Production, Costs and Revenue

- Meaning and Factors of Production; Returns to Factor and Returns to Scale; Cost Concepts and Cost Curves; Revenue Concepts and Revenue Curves; Producers' Equilibrium

4. Forms of Markets and its Equilibrium

- Forms of Markets - Meaning and Characteristics
- Price and Output Determination - Equilibrium for Firm and Industry under
 - Perfect Competition
 - Monopoly
 - Monopolistic Competition

5. Money and Banking

- Concept of Money - Functions; Quantity Theory of Money; Credit Creation
- Central Bank (Reserve Bank of India) - Role and Functions
- Commercial Banks - Role and Functions
- Monetary Policy in India

6. Basic Characteristics of Indian Economy

- Development Initiatives through Five Year Plans
- Agriculture
 - Causes of Low Productivity
 - Farm Size Productivity Debate
 - Land Reforms: Meaning, Importance and Evaluation



- Green Revolution and its Effects
- Globalisation and Indian Agriculture
- Industry
 - Development Policies and Experience
 - Industrial Policy Resolutions
 - New Industrial Policy 1991

7. Selected Areas of Indian Economy

- Population - Size, Rate of Growth and its Implication for Growth
- Poverty - Absolute and Relative Poverty and Main Programs for Poverty Alleviation
- Unemployment - Types, Causes and Incidence of Unemployment
- Infrastructure - Energy, Transportation, Communication, Health and Education

PART B: ELEMENTARY STATISTICS (30 MARKS)

8. Statistics: An Overview

- Definition and Functions of Statistic; Statistical Techniques Commonly used in Business Activities; Law of Statistics; Limitations of Statistics

9. Collection and Presentation of Statistical Data

- Primary and Secondary Data; Classification and Tabulation of Data; Frequency Distribution of Data; Diagrams and Graphs

10. Measures of Central Tendency

- Mean
- Median
- Mode
- Standard Deviation

11. Mathematics of Finance

- Simple Interest
- Compound Interest
- Present Value & Future Value of an Annuity

12. Probability

- Sample Spaces, Events and Probability
- Set Theory: Union, Intersection, and Complement of Events
- Conditional Probability, Intersection, and Expected Value
- Random Variable, Probability Distribution, and Expectation

13. Index Numbers and Time Series Analysis

- Familiarization with the concepts relating to Index Numbers and Time Series (Simple Numerical Problems)



PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

Level of Knowledge: Basic Knowledge

Objective: *To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.*

Contents:

PART A: FUNDAMENTALS OF ACCOUNTING (70 MARKS)

1. Theoretical Framework

- Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards – Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates

2. Accounting Process

- Documents & Books of Accounts : Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance
- Capital and Revenue : Expenditures and Receipts; Contingent Assets and Contingent Liabilities
- Rectification of Errors

3. Bank Reconciliation Statement

- Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement

4. Depreciation Accounting

- Methods, Computation and Accounting treatment of Depreciation; Change in Depreciation Methods

5. Preparation of Final Accounts for Sole Proprietors

- Preparation of Profit & Loss Account, Balance Sheet

6. Partnership Accounts

- Goodwill
 - Nature of Goodwill and Factors affecting Goodwill
 - Methods of Valuation : Average Profit, Super Profit and Capitalization Methods
 - Treatment of Goodwill
- Final Accounts of Partnership Firms
 - Admission of a Partner
 - Retirement/Death of a Partner
 - Dissolution of a Partnership Firm



7. Introduction to Company Accounts

- Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares

PART B: FUNDAMENTALS OF AUDITING (30 MARKS)

8. Auditing

- Concepts and Objectives
- Principles of Auditing
- Types of Audit
- Evidence in Auditing
- Audit Programmes

9. Audits and Auditor's Reports

- Internal Audit
- Statutory Auditor : Appointment, Qualification, Rights and Duties
- Secretarial Audit: An Overview
- Cost Audit: An Overview
- Auditor's Report : Meanings, Contents, Types, Qualifications



LIST OF RECOMMENDED BOOKS

PAPER 1 : BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Readings:

1. M.C. Shukla A Manual of Mercantile Laws; Sultan Chand & Company, New Delhi.
2. N.D. Kapoor Mercantile Law; Sultan Chand & Co., New Delhi.
3. N.D. Kapoor & Dinkar Pagare Business Laws and Management; Sultan Chand & Sons.
4. M.C. Kuchhal Mercantile Law; Vikas Publishing House, New Delhi.
5. P. P. S. Gogna A Textbook of Business Law; Sultan Chand & Company, New Delhi.
6. Poonam Gandhi Business Studies; Dhanpat Rai & Company Private Limited, Delhi.
7. NCERT Business Studies Text Book for Class 10+2
8. D. Chandra Bose Business Laws; PHI Learning Pvt. Ltd.

References :

1. Sen & Mitra Commercial Law; The World Press Pvt. Ltd., Calcutta.
2. Ian Wirthington & Chris Britton The Business Environment; Pearson Education Ltd., England.
3. Raymond W.Y. Kao Entrepreneurship and Enterprises Development

PAPER 2 : BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

Readings:

1. N.C. Jain, Saakhshi Management: Theory and Practice; A.I.T.B.S. Publishers, Delhi.
2. J.P. Mahajan Management – Theory and Practice; Ane Books Pvt. Ltd., Daryaganj, New Delhi.
3. L.M. Prasad Principles and Practice of Management



4. T. Ramasamy Principles of Management; Himalaya Publishing House
5. M.C. Shukla Business Organisation & Management; Sultan Chand & Co., New Delhi.
6. Y.K. Bhusan Fundamentals of Business Organisation & Management; Sultan Chand & Co., New Delhi.
7. Singh & Chabra Business Organisation and Management; Kitab Mahal, Allahabad.
8. J.S. Chandan Management: Concepts and Strategies; Vikas Publishing House Pvt. Ltd., New Delhi.
9. George IT Milkovich and Jahri W. Boudreau, Chicago Human Resource Management
10. Lan Breadwell and Lan Holden Human Resource Management; Macmillan, New Delhi.
11. C.S. Venkataratnam and B.K. Srivastava Personnel Management and Human Resources; Tata McGraw Hill, New Delhi.
12. K. Dayal Management Training in Organizations; Prentice Hall of India, New Delhi.
13. Daryl Koehn The Ground of Professional Ethics
14. Robert Almeder, James Humber Business Ethics – Revised Edition – Corporate Values and Society
15. Robert E. Federick Companion to Business Ethics; Blackwell Publishers Limited, UK
16. Ashok K. Nadhani Business Ethics and Business Communications; Taxmann Publications Pvt. Ltd., New Delhi.
17. S. Balachandran, Raja, Nair Ethics, Indian Ethos and Management; Shroff Publication.
18. Vikas Publishing House Pvt. Ltd. Modern Grammar with Practical Exercises.
19. Rodney Huddleston English Grammar - An Outline; Low Price Editions, Cambridge University Press.
20. G.S. Mudambadithaya English Grammar and Composition; Vikas Publishing House Pvt. Ltd.
21. K. K. Sinha Business Communication Galgotia Publishing Company Ltd.



22. Varinder Kumar & Bodh Raj Business Communication & organisation management.
23. R.S.N. Pillai & Bagavathi Commercial Correspondence and Office Management; S. Chand & Company Ltd.
24. Reddy, Appannaiah & Nagaraj Raja Rao Essentials of Business Communication Himalaya Publishing House.
25. Ramesh M.S., Pattanshetti & Madhumati M. Kulkarni Business Communication; R. Chand & Co., 1, Ansari Road, Daryaganj, New Delhi.
26. R.C. Bhatia Business Communication; AES Publishers, Daryaganj, New Delhi.
27. R. Satya Raju & A. Parthasarathi Management – Text and Cases, PHI Learning Pvt. Ltd.

References:

1. P.C. Tripathi & P.N. Reddy Principles of Management; Tata McGraw Hills Publishing Company Ltd., New Delhi.
2. J.C. Sinha, V.N. Mugata Business Management; S. Chand & Co., New Delhi.
3. Peter F. Drucker Principles of Management
4. Koontz and O'Donnell Principles of Management
5. Joseph M. Putti Management: A Functional Approach
6. Raymond Murphy Intermediate English Grammar; Cambridge University Press.
7. Stuart Redman English Vocabulary in Use Pre-intermediate and Intermediate; Low Price Editions, Cambridge University Press.
8. Michael McCarthy & Felicity O'Dell English Vocabulary in Use - 100 Units of Vocabulary Reference and Practice; Low-Price Editions, Cambridge University Press.
9. Oxford University Press The Concise Oxford Dictionary; Latest Edition.
10. Cambridge University Press Cambridge International Dictionary of English; Latest Edition.
11. Harper Perennial The Original Roget's International Thesaurus.
12. Sidney Greenbaum The Oxford English Grammar; Oxford University Press.



- | | |
|--|---|
| 13. Graham King | Collins Word Power - Good Grammar;
Harper Collins. |
| 14. Rosemary T. Fruehling &
Joan M. Lacombe | Communication for Results; A.I.T.B.S.
Publishers and Distributors. |
| 15. Herta A. Murphy & | Effective Business Communication;
Herbet W. Hildebrandt McGraw-Hill
International Editions. |
| 16. Mary Ellen Guffey | Business Communication - Process &
Product; South-Western College
Publishing. |
| 17. A.P. Cowie & R. Mackin | Oxford Dictionary of Phrasal Verbs; Oxford
University Press. |
| 18. A.P. Cowie, R. Mackin &
I.R. McCaig | Oxford Dictionary of Phrasal English
Idioms; Oxford University Press. |
| 19. Collins (Publishers) | The New Collins Thesaurus; Latest Edition. |
| 20. Merriam-Webster Incorporated | Merriam-Webster's Collegiate Thesaurus. |
| 21. Asha Kaul | Business Communication, PHI Learning
Pvt. Ltd. |

PAPER 3 : BUSINESS ECONOMICS

Readings:

- | | |
|--------------------|---|
| 1. H.L. Bhatia | Micro Economic Theory; Modern Publisher,
Gulab Bhawan, 6, Bahadurshah Zafar
Marg, New Delhi. |
| 2. M.L. Jhingan | Micro Economic Theory; Konark Publishers
Pvt. Ltd., A-149, Vikas Marg, Shakarpur,
New Delhi-110 092. |
| 3. S.K. Agarwala | Economic System and Micro Economic
Theory; Galgotia Publishing Company,
6A/4, WEA, Karol Bagh, New Delhi. |
| 4. D.D. Chaturvedi | Macro Economic - Analysis and Policy;
Galgotia Publishing Company, 6A/4, WEA,
Karol Bagh, New Delhi. |
| 5. D.M. Mithani | Macro Economics; Himalaya Publishing
House. |



6. D.M. Mithani Money Banking, International Trade and Public Finance; Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Girgaon, Bombay-400 004.
7. Ruddar Datt & K.P.M. Sundaram Indian Economy; S. Chand & Company Ltd., Ram Nagar, New Delhi.
8. S. P. Gupta, P. K. Gupta & Man Mohan Quantitative Techniques; Sultan Chand & Sons, 23, Daryaganj, New Delhi.
9. R. S. Bhardwaj Business Statistics, Excle Books, A-45, Narayana Phase-I, New Delhi
10. A. K. Agarwal & Sahib Singh Fundamental of Statistics; Frank Sons, Daryaganj, New Delhi.
11. R. S. N. Pillai & V. Bagarathi Statistics; S. Chand & Company Ltd. New Delhi.
12. S. Saha Business Statistics, New Central Book Agency, Kolkata
13. B. M. Agarwal Quantitative Techniques, Sultan Chand & Songs Pvt. Ltd., Daryaganj, New Delhi.
14. Pindyck and Rubinfeld Microeconomics; Pearson Education.
15. Suraj B. Gupta Monetary Economics; Sultan Chand & Sons Pvt. Ltd.

References:

1. Samuelson & William D. Nordhans Economics; McGraw Hills.
2. P. N. Chopra Advanced Economics Theory; Kalyani Publishers, New Delhi.
3. M. Maria John Kennedy Advanced Micro Economic Theory; Himalaya Publishing House, Delhi.
4. A. C. L. Day Outline of Monetary Economics
5. A. N. Agarwal Indian Economy
6. I.C. Dhingra & V. K. Garg Economic Development & Planning in India.
7. K.R. Choudhary Basic Principles of Modern Micro Economics; Book Land Economic Series.
8. Mural R. Spiegal & Larry J. Stephans Theory and Problems of Statistics Tata McGraw Hills, New Delhi
9. S. P. Gupta Statistical Methods; Sultan Chand & Sons, New Delhi.



- | | |
|--|---|
| 10. Neva Goodwin, Julie A Nelson,
Jonathan Harris | Macro Economics in Context, PHI Learning
Pvt. Ltd. |
| 11. Eleventh Five Year Plan
(2007 – 2012) | Government of India Publication. |
| 12. Twelfth Five Year Plan
Approach Paper | Government of India Publication. |
| 13. Economic Survey (Latest) | Government of India Publication. |

PAPER 4 : FUNDAMENTALS OF ACCOUNTING AND AUDITING

Readings:

- | | |
|--|--|
| 1. M. C. Shukla, T. S. Grewal
& S. C. Gupta | Advanced Accounts Vol. I, S. Chand &
Company Ltd., Ram Nagar, New Delhi-55. |
| 2. R. L. Gupta & V. K. Gupta | Financial Accounting, Sultan Chand &
Sons, New Delhi - 2. |
| 3. J. R. Monga | Financial Accounting – Concepts &
Applications; Mayoor Paperbacks, A-95,
Sector 5, Noida (U.P.) |
| 4. S. N. Maheshwari &
S.K. Maheshwari | Advanced Accounting, Volume I; Vikas
Publishing House (Pvt.) Ltd., Jangpura,
New Delhi-14. |
| 5. S. P. Jain & K.L. Narang | Advanced Accounting, Volume I; Kalyani
Publishers, Daryaganj, New Delhi - 2. |
| 6. Ashok Sehgal & Deepak
Sehgal | Advanced Accounting (Financial
Accounting); Taxmann's, New Delhi. |
| 7. Aruna Jha | Student's Guide to Auditing & Assurance,
Taxmann Publications Pvt. Ltd.,
New Rohtak Road, New Delhi. |
| 8. S.D. Sharma | Auditing Principles & Practice, Taxmann
Publications Pvt. Ltd., New Rohtak Road,
New Delhi. |
| 9. Anand G. Srinivasan | Auditing, Taxmann Publications Pvt. Ltd.,
New Rohtak Road, New Delhi. |
| 10. S. Sundharababu,
S. Sundharsanam, B.N. Tondon | A Handbook of Practice Auditing, S. Chand
& Company, New Delhi |



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

References:

1. T. P. Ghosh, A. Banerjee & K.M. Bansal Principles and Practice of Accounting, Galgotia Publishing Company, New Delhi-5.
2. P. C. Tulsian Financial Accounting, Sultan Chand & Company, New Delhi.
3. R. Narayanaswamy Financial Accounting – A Managerial Prospective; PHI Learning Pvt. Ltd.
4. Ashish K. Bhattacharyya Essentials of Financial Accounting; PHI Learning Pvt. Ltd.

ADDRESSES AND WORKING HOURS OF REGIONAL /CHAPTERS OFFICES

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
EASTERN INDIA REGIONAL OFFICE				
19	Kolkata – R.O. ICSI-EIRC Building 3-A, Ahirpukar 1st Lane Kolkata-700 019 E-mail: eiro@icsi.edu	Monday to Friday	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	033-22832973/ 22816541/42 22901065 22902178/79 Fax: 033-22816542
CHAPTERS OF E.I.R.C.				
33	01 Bhubaneswar “ICSI BUILDING” Plot No. 70 V.I.P. Colony, I.R.C. Village Bhubaneswar-751 015 E-mail: bhubaneswar@icsi.edu	Monday to Friday	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0674-2552282
02	North Eastern (Guwahati) ICSI House, House No. 14, 1st Bye Lane Left, L.K.R.B. Road, Nabin Nagar Opp. AIDC, R.G. Baruah Road Guwahati-781 024 E-mail: nechapter@gmail.com	Mon. to Sat.	10.00 A.M. to 6.00 P.M.	0361-2600401 (M) 9435191229
03	Jamshedpur Room No. 9, Russi Modi Centre for Excellence, Jubilee Road, P.O. Bistupur Jamshedpur-831 001 E-mail: jamshedpur@icsi.edu	Mon. to Sat.	10.00 AM to 6.30 PM	0657-2234273



<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
04 Patna	B-27, 2nd Floor, Luv-Kush Towers Exhibition Road Patna-800 001 E-mail: patna@icsi.edu	Mon. to Fri.	10.30 AM to 6.30 PM	(M) 9234705754
05 Ranchi	2-C, Om Shanti Apartment O.C.C. Bangla School Lane, Main Road Ranchi-834 001 E-mail: ranchi@icsi.edu	Mon. to Sat.	10.00 AM to 5.00 PM	0651-3254128
06 Dhanbad	North End Convent Campus, Police Line Dhanbad-826 001	Mon. to Sat.	8.00 AM to 1.00 PM and 4.00 PM to 7.00 PM	0326-2205076
07 Hooghly	Krishna Kunj Apartment 89/114/2, D.N. Banerjee Road, Rishra Hooghly-712 248 E-mail: hooghly@icsi.edu	Sun. to Fri.	10.00 AM to 6.30 PM	033-26720315 (M) 9088677392
NORTHERN INDIA REGIONAL OFFICE				
39 Delhi – R.O.	ICSI-NIRC Building Plot No. 4, Prasad Nagar Institutional Area New Delhi-110 005 E-mail: niro@icsi.edu		9.00 A.M. to 5.30 PM Lunch:1.00 to 1.30 PM	011-49343003/06 25816593 Fax: 011-25722662
CHAPTERS OF N.I.R.C.				
34 Agra	D-4 (Basement), Kamla Nagar Agra-282 005 E-mail: agra@icsi.edu	Mon. to Sat. Sunday	7.00 AM to 7.00 PM 7.00 AM to 2.00 PM	0562-4031444



<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
82 Bhilwara	B-2-3, Lok Peeda Complex Near Love Garden Bhilwara-311 001 E-mail: bhilwara@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	01482-329603/ 238044
21 Chandigarh	GGDSD College, Sector-32C Chandigarh-160 047 E-mail: chandigarh@icsi.edu	Mon. to Fri.	10.00 AM to 6.00 PM Lunch: 1.30 to 2.00 PM	0172-2661840
22 Faridabad	Office No. G-45, Ground Floor Vardhman Star Mall, Sector 19 Faridabad-121 002 E-mail: icsifbdchapter@gmail.com	Mon. to Sat.	9.00 AM to 5.00 PM Lunch: 12.30 to 1.00 PM	9136606601-05
23 Ghaziabad	23-B, Nehru Apartment, Nehru Nagar Ghaziabad-201 001 E-mail: gcicsi@yahoo.co.in / ghaziabad@icsi.edu	Mon. to Sat.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0120-4559681
37 Gurgaon	First Floor, Deenbandhu Sir Chhoturam Bhawan, Jharsa Road (Behind Shiv Mandir) Sector-32 Gurgaon-122 002 E-mail: gurgaon@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0124-2380021
24 Jaipur	'ICSI House', A-5/A, Institutional Area Jhalana Doongari Jaipur-302 004 E-mail: jaipur@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0141-2707736/ 2707236



<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
36 Jodhpur	Office No. 6, 2nd Floor, Back of NIIT Abhay Chambers, Jalori Gate Jodhpur-342 003 E-mail: jodhpur@icsi.edu	Mon. to Sat.	10.00 AM to 6.00 PM Lunch: 1.30 to 2.30 PM	0291-5102551
25 Kanpur	118/90, "Gumti Plaza" (2nd Floor) Kaushalपुरi, Gumti No. 5 Kanpur-208 012 E-mail: kanpur@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0512-2296565/ 2212767 telefax: 0512-2212767
27 Lucknow	1/157, Vivek Khand, Gomti Nagar Lucknow-226 010 E-mail: lucknow@icsi.edu	Mon. to Sat.	10.00 AM to 7.00 PM Lunch: 1.00 to 2.00 PM	0522-4109382
26 Ludhiana	11-B, 2nd Floor, Gurdwara Saheedan Pheruman Complex, G.T. Road Ludhiana-141 003 E-mail: ldh_chapter@yahoo.co.in / ludhiana@icsi.edu	Mon. to Sat.	10.00 AM to 7.00 PM Lunch: 1.00 to 2.00 PM	0161-2545456
32 Meerut	Meerut Contact Centre of ICSI Central Gallery, Deptt. of Commerce Meerut College Meerut-250 001 E-mail: meerut@icsi.edu	Mon. to Sat.	9.30 AM to 5.30 PM Lunch: 1.00 to 1.30 PM	
28 Modinagar	Near Modi Steels Opp. MM Printers Delhi-Meerut G.T. Road Modinagar-201 204 E-mail: icsimodinagarchapter@rediffmail.com	Mon. to Sat.	5.00 PM to 9.00 PM	01232-243048



<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
31 Noida	C-37, Sector-62 Noida-201 301 E-mail: Noida@icsi.edu	Mon. to Fri.	11.00 AM to 7.30 PM Lunch: 1.00 to 1.30 PM	(M) 9811231064
29 Shimla	1st Floor, Ram Mandir Market, Ram Bazar Shimla-171 001 E-mail: shimla@icsi.edu	Mon. to Sat.	10.00 AM to 5.00 PM Lunch: 1.00 to 2.00 PM	(M) 9805761656
30 Udaipur	M.V. Shramjeevi College, Deptt. of Business Management Studies Shakti Nagar Corner Udaipur-313 001 E-mail: udaipur@icsi.edu	Mon. to Sat.	1.00 PM to 8.00 PM	0294-2413977
33 Yamuna Nagar	368/14, Govindpuri Road Professor Colony Yamuna Nagar-135 001 E-mail: yamunanagar@icsi.edu	Mon. to Sat.	10.00 AM to 1.00 PM 4.00 PM to 6.00 PM	
35 Allahabad	30A/9/2A, Cooper Road, Near Hari Masjid, In front of HT Media Office 2nd Floor, Civil Lines Allahabad-211 003 E-mail: allahabad@icsi.edu	Mon. to Sat.	10.00 AM to 12.00 Noon	(M) 9415306147
81 Varanasi	'J' Block, 2nd Floor, Gurukripa Complex Nadesar, Varanasi-221 002 E-mail: sushilkandai@satyam.net.in	Mon. to Sat.	10.00 AM to 5.30 PM Lunch: 2.00 to 3.00 PM	0542-2507491/ 2506077 Fax: 0542-2504689
83 Bareilly	15, Gulmohar Park, Rajinder Nagar Bareilly-243 122 E-mail: cs_bly@rediffmail.com	Mon. to Sat.	10.00 AM to 5.30 PM Lunch: 1.00 to 1.30 PM	0581-2310708



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

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
84	Dehradun 3, Siddharth Enclave, GMS Road Near Wadia Institute Dehradun-248 001 E-mail: dehradun@icsi.edu	Mon. to Fri.	4.00 PM to 7.30 PM	
85	Jammu 204, 2nd Floor, South Block Rail Head Complex Jammu-180 012 E-mail: jammu@icsi.edu	Mon. to Sat.	10.00 AM to 2.00 PM	0191-2475148
86	Ajmer 270/9, "Pokharna House", Hathi Bhata Ajmer-305 001 E-mail: ajmer@icsi.edu	Mon. to Sat.	10.00 AM to 1.00 PM	0145-2425013
87	Amritsar 3, M.M. Malviya Road Amritsar-143 001 E-mail: shubhamstock@yahoo.com	Mon. to Sat.	10.00 AM to 7.30 PM Lunch: 2.00 to 3.00 PM	0183-2227270/71/74
88	Jalandhar Raj Chambers, Hind Samachar Street Jalandhar-144 001 E-mail: jal.chapter@gmail.com	Mon. to Sat.	10.00 AM to 7.00 PM	0181-2280315 (M) 9872397506
89	Karnal-Panipat 3, Old Ramesh Nagar Karnal-132 001 E-mail: karnal_icsi@yahoo.co.in	Mon. to Sat.	4.00 PM to 7.00 PM	0184-3290035
90	Alwar 42, Raghu Commercial Complex Opp. Old TV Tower, Vijay Mandir Road Alwar-301 001 E-mail: alwar@icsi.edu	Mon. to Sat.	9.30 AM to 1.30 PM 4.00 PM to 7.00 PM	



<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
91 Kota	Five-O-Six, Mahavir Nagar-III Kota-324 005 E-mail: kota@icsi.edu	Mon. to Sat.	9.00 AM to 6.00 PM Lunch: 1.30 to 3.00 PM	0744-2476176/
93 Sonapat	586/24, Mission Road Sonapat-131 011 E-mail: sonepatchapter@gmail.com / sonapat@icsi.edu	Mon. to Sat.	9.00 A.M. to 5.00 P.M. Lunch: 1.30 to 2.00 PM	(M) 9416972240
94 Srinagar (J&K)	S.P. College Srinagar-190 001 E-mail: parvez.bazaz@gmail.com	Mon. to Sat.	3.30 PM to 7.00 PM	(M) 9796341055 Fax: 0194 - 2481928

SOUTHERN INDIA REGIONAL OFFICE

39

59 Chennai – R.O.	ICSI-SIRC House No. 9, Wheat Crofts Road, Nungambakkam Chennai-600 034 E-mail: siro@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	044-28279898/ 28222212 telefax: 044-28268685
-------------------	---	--------------	---	--

CHAPTERS OF S.I.R.C.

41 Bangalore	“Sheriff Chambers” (Rear Block-3rd Floor) 14, Cunningham Road Bangalore-560 052 E-mail: bangalore@icsi.edu/icsibc@sify.com	Mon. to Fri.	10.00 AM to 6.30 PM Lunch 1.30 to 2.00 PM	080-22287158/ 22286574 Fax: 080-22261861
42 Coimbatore	ICSI Coimbatore House 556, Mettupalayam Road Near North Coimbatore Flyover Coimbatore-641 043 E-mail: coimbatore@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0422-2452006



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

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
44	Hyderabad # 6-3-609/5, Anand Nagar Colony Khairatabad Hyderabad-500 004 E-mail: hyderabad@icsi.edu	Mon. to Fri.	10.00 A.M. to 6.30 P.M. Lunch: 1.30 to 2.00 PM	040-23399541/ 23396494 Fax: 040-23325458
43	Kochi Door No. 25, Mather Square 2nd Floor (Opp. North Railway Station) Ernakulam-682 018 E-mail: kochi@icsi.edu/ icsicochin@gmail.com	Mon. to Sat Saturday	10.00 AM to 6.00 PM 9.00 AM to 4.00 PM Lunch: 1.30 to 2.00 PM	0484-2392950/ 4050502
45	Madurai C-3, 3rd Floor, A.R. Plaza 16/17, North Veli Street Madurai-625 001 E-mail: madurai@icsi.edu	Mon. to Sat.	9.00 AM to 3.00 PM	0452-2340797
51	Man+galore Grace Towers, 2nd Floor, Bejai Mangalore-575 004 E-mail: mangalore@icsi.edu mngicsi@dataone.in	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0824-2216482
46	Mysore 125, National Housing Co-operative Society Limited Layout Opp. J.K. Tyres Ltd., Off. KRS Road Mysore-570 016 E-mail: mysore@icsi.edu	Mon. to Sun.	8.00 AM to 8.00 PM	0821-2516065
52	Puducherry Plot No. 4, Floor -. 1, Rose Garden ECR Bye-pass Road, Lawspet Puducherry-605 008 E-mail: puducherry@icsi.edu	Mon. to Sat.	9.00 AM to 7.00 PM	0413-2251151 (M) 9362251151



<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
49	Thiruvananthapuram Utsavamadom Building, Fort Thiruvananthapuram-695 023 E-mail: tvn@icsi.edu/icsitvm@gmail.com	Mon. to Sat.	6.30 AM to 8.00 PM	0471-2451915
48	Tiruchirappalli 34-A, Promenade Road, Cantonment Tiruchirappalli-620 001 E-mail: tiruchirappalli@icsi.edu	Mon. to Sat.	6.30 PM to 8.30 PM	0431-2416337
50	Visakhapatnam 48-3-3, 1st Floor, Opp. BVK College Lane Srinagar Street Visakhapatnam-530 016 E-mail: vpatnam@icsi.edu	Mon. to Fri. Saturday	10.00 AM to 2.00 P.M. 4.00 PM to 8.00 PM 10.00 AM to 2.00 PM	0891-2533516
55	Thrissur 1st Floor, BECOS Square, Machingal Lane Thrissur-680 001 E-mail: icsitsr@gmail.com	Mon. to Sat.	10.00 AM to 5.00 PM	0487-2327860 (M) 9995639511
57	Salem 25/11A4, Guru Raghavendra Nagar Yerikkarai Road, Reddiyur Salem-636 004 E-mail: salem@icsi.edu / icsislsat@yahoo.co.in	Mon. to Sat.	10.00 AM to 7.30 PM Lunch: 2.00 to 3.00 PM	(M) 8754340840
58	Calicut D5/604, KMO Bldg., Opp. Civil Station Calicut-673 020 E-mail: calicuticsi@gmail.com	Mon. to Sat.	9.00 AM to 5.00 PM	0495-2374702
60	Palakkad Door No. XII/386, 2nd Floor, SBT Building NH Junction, Chandranagar P.O. Palakkad - 678 007 E-mail: palakkad@icsi.edu / icsi.pkd@gmail.com	Mon. to Sat.	11.00 AM to 4.00 PM	0491-2574061



<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
WESTERN INDIA REGIONAL OFFICE				
79	MUMBAI – R.O. 13 (First Floor) and 56 & 57(Fifth Floor) Jolly Maker Chambers No. 2 Nariman Point, Mumbai-400 021 E-mail: wiro@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM Counter Timings 10.15 AM to 4.15 PM	022-22844073/ 22047569/22047580/ 22047604 Fax: 022-22850109
CHAPTERS OF W.I.R.C.				
61	Ahmedabad ICSI-Maneklal Mills Complex S-2, 'B' Tower, Chinubhai Towers Opp. Handloom House, Ashram Road Ahmedabad-380 009 E-mail: ahmedabad@icsi.edu	Mon. to Sat.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	079-26589343/ (M) 09879765656 Fax: 079-26587965
72	Aurangabad FR-9, 1st Floor, Kuber Avenue-B Rana Nagar, Beside Seven Hills Flyover Jalna Road, Aurangabad - 431 005 E-mail: aurangabad@icsi.edu	Mon. to Fri.	10.30 AM to 6.30 PM	0240-2451124
63	Bhopal 148, Second Floor, Anchor Mansion Zone-II, M.P. Nagar Bhopal-462 011 E-mail: bhopal@icsi.edu	Mon. to Sat. (Except 2nd Saturday)	11.00 AM to 6.00 PM	0755-2577139
64	Dombivli Satchidanand Apartment, Ground Floor Near Old Post Office, Tilak Road Dombivli East-421 201 E-mail: csdombivlichapter@gmail.com	Mon to Sat.	4.00 PM to 8.30 PM	0251-2445423

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
65 Goa	INDRAPRASTHA, 6th Floor Opp. Govinda Building & Hero Honda Show Room, M.B. Road, Panaji Goa-403 001 ; E-mail: goa@icsi.edu	Mon. to Fri. Saturday	9.30 AM to 5.30 PM 9.30 AM to 1.30 PM Lunch: 1.30 to 2.30 PM	0832-2435033
66 Indore	B/1-2-3, Ashray Apartment 2/1, Manormaganj Indore-452 001 ; E-mail: indore@icsi.edu	Mon. to Sat.	10.00 AM to 6.00 P.M.	0731-4248181/ 2494552
76 Kolhapur	"Kaumudi" 247/7-E Ward Tarabai Park, Kolhapur - 416 003	Mon. to Sat.	9.30 PM to 12.30 PM	0231-2659498
67 Nagpur	3A, 3rd Floor, Avinisha Towers Mehadia Square, Dhantoli Nagpur-440 012 ; E-mail: nagpur@icsi.edu	Mon. to Sat.	10.00 AM to 7.00 PM	0712-2453276
74 Navi Mumbai	# 30, Seawood Corner Building Plot No. 19A, Sector 25 Opp. Seawoods Darare Rly. Station Nerul (East), Navi Mumbai-400 706 E-mail: navimumbai@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM	022-27721488 (M) 8149121488
68 Pune	23, Mukund Nagar, Corner of Lane No. 1 Above Dr. Joshi Hospital, Gupte Market Pune-411 037 ; E-mail: pune@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	020-24263228/ 24260341 Fax: 020-24260341
71 Raipur	302-B, Dophin Chamber (3rd Floor) Opp. Bank of Baroda, Cloth Market, Pandari Raipur-492 001 ; E-mail: icsiraipur@yahoo.co.in	Mon. to Sat.	11.00 AM to 8.00 PM	0771-3267784 (M) 9826150853
73 Rajkot	305, Krishna Con Arch- II, Tagore Road Rajkot-360 002 ; E-mail: icsi.rajkot@gmail.com	Mon. to Sat.	2.00 PM to 6.30 PM	0281-3059646 (M) 9638514411





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

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
69 Surat	B-209, Tirupati Plaza, Athwagate Surat-395 001 ; E-mail: surat@icsi.edu	Mon. to Sat.	11.00 AM to 7.00 PM	0261-2463404 3917164
75 Thane	Shree Apartment, Ground Floor, Opp. Godbole Hospital, Naupada Near Saraswati Secondary Marathi Medium School Thane (West) - 400 602 E-mail: thane@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM	022-25444478 FAX: 022-25444479
62 Vadodara	Office No. 1, 2nd Floor Stop-N-Shop Plaza, (Offtel Tower-II) R.C. Dutt Road, Vadodara-390 007 E-mail: vadodara@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 P.M.	0265-2331498
44 70 Nashik	Prasanna Archade, 2nd Floor Opp. Hotel Samrat, Old Agra Road Nashik - 422 002 E-mail: dateyvs@yahoo.com / nasik@icsi.org	Mon. to Sat.	12.00 PM to 7.30 PM	0253-2509989/ 2500150
77 Bhayander	3, Roop Rajat Plaza, 150 feet Road Near Reena Mehta College Bhayander (West) - 401 101 Thane Distt. E-mail: bhayander@icisi.edu			022-28183888
International Chapter Dubai & MEA	C/o Kaizensox Consulting FZE, UAE F-102/2, Dubai Silicon Oasis HQ Building Post Box 120245, Dubai, UAE E-mail : sunil@kaizensox.com Skype : kkby888			Global Cell : +971.55.886.8029

* For addresses of Head Office and Regional Offices, please refer to the back cover.



SPECIMEN COPY (NOT FOR USE)

Application Form No. _____ (Please read the instructions carefully before filling up Examination form.)

Price : Rs.50/-

**THE INSTITUTE OF
Company Secretaries of India**
FORM - EXA
Statutory body under an Act of Parliament

Application for Enrolment to the JUNE / DECEMBER

Name : _____ Exam. Centre Name : _____

Registration / Admission No. _____

Applied for
 Foundation Programme
 Executive Programme
 Professional Programme

Exam. Centre Code _____ Applied for Module _____

Medium
 ENGLISH (1)
 HINDI (2)

Refer Code List for Codes _____

In case of regn. expired please mention
 De Novo Applied (1)
 Extension Applied (2)
 Not Applicable (3)

Category
 SC/ST (1)
 PH (2)
 GEN. & OTHERS (3)

Date of Birth
 D ____ M ____ Y ____

Particulars of Paperwise Exemption (Refer Code List)

Subject Code 1	Basis Code 1	Subject Code 2	Basis Code 2	Subject Code 3	Basis Code 3	Subject Code 4	Basis Code 4
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0

Exemption Already Granted (1) Applied For (2)

Employment Status (IF EMPLOYED PLEASE GIVE DETAILS OVERLEAF)
 Employed (1) Not Employed (2) Self Employed (3)

Mobile Number _____

Phone Number
 Residence _____
 Office _____

Bank Name : _____ Issuing Branch : _____ Student's E-mail : _____

Particulars of Examination Fee Paid (In case fee paid by cc. letter must attached original letter of credit)

Exam Fee	Exemption Fee	Late Fee	Total Amount (Rs.)	Fee Mode	Demand Draft / Acknowledgment No.	Chapter Code	DD/ack. No./Credit Letter Issuing Date	Bank Code
1	1	1	1	DD (1)	1	1	1	1
2	2	2	2		2	2	2	2
3	3	3	3	CASH (2)	3	3	3	3
4	4	4	4		4	4	4	4
5	5	5	5	CREDIT LETTER (3)	5	5	5	5
6	6	6	6		6	6	6	6
7	7	7	7		7	7	7	7
8	8	8	8		8	8	8	8
9	9	9	9		9	9	9	9
0	0	0	0		0	0	0	0

Demand Draft drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" Payable at NEW DELHI.

Particulars of Coaching Completion Certificate(s) if already issued

FP/EP/PROFESSIONAL-MODULE	Completion of Student Induction Programme (SIP)	Completion of Computer Training
I	YES (1)	YES (1)
II	NO (2)	NO (2)
III	Undergoing (3)	Undergoing (3)
IV		

RC/Chapter Name : _____ CENTRE : _____
 RC/Chapter Code : _____ CERT No. : _____
 ISSUING DATE dd mm yy _____ ISSUING DATE dd mm yy _____

DECLARATION
 I hereby confirm that all payments on account of Registration fee, Postal Tuition fee, etc. have been paid upto date. I hereby declare that I have submitted response sheets to all the test papers (including re-submissions) and am awaiting the issue of coaching completion certificate.
 I hereby declare that the particulars furnished are true to the best of my knowledge and belief and if at any time it is proved that the said particulars were untrue, I agree to my enrolment to the examination/result/registration be cancelled without any obligation on the part of the Institute, to refund any fee paid by me to the Institute and without prejudice to the rights of the Institute to take any future action as deemed fit in the matter. I undertake that I shall abide by such regulations, bye laws, rules, standing orders, directions, condition or guidelines as may be laid down by the Council and made application to me from time to time.
 Signature : _____ Date : _____

Please attach copies of Certificates i.e. Coaching Completion / Student Induction Programme / Computer Training. **SPSP - 0079**

Registration / Admission No. : _____

NAME : _____
 ADDRESS : _____

 PIN CODE : _____

PLEASE WRITE IN BLOCK LETTERS

AFFIX / PASTE
 a recent photograph
 (do not staple or pin)
 Photograph must not be larger than this box

Do not attest the Photograph

SIGNATURE OF CANDIDATE (Sign in Box)



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

CODE LIST FOR EXAMINATION CENTRES	
CODE	EIRC
101	BHUBANESWAR
102	KOLKATA (NORTH)
103	GUWAHATI
104	JAMSHEDPUR
105	PATNA
106	RANCHI
107	KOLKATA (SOUTH)
108	DHANBAD
109	SILIGURI
110	HOOGHLY
111	HOWRAH
CODE	NIRC
201	AGRA
202	ALLAHABAD
203	AMBALA
204	CHANDIGARH
205	DELHI-EAST
206	DELHI-NORTH
207	DELHI-SOUTH
208	DELHI-WEST
209	GHAZIABAD
210	JAIPUR
211	JAMMU
212	JODHPUR
213	KANPUR
214	LUCKNOW
215	LUDHIANA
216	MEERUT
217	NOIDA
218	SHIMLA
219	UDAIPUR
220	YAMUNANAGAR
221	BHILWARA
222	DEHRADUN
223	FARIDABAD
224	GURGAON
225	VARANASI
226	BAREILLY
227	SRINAGAR
228	AJMER
229	SONIPAT
230	KOTA
231	BIKANER
232	JALANDHAR
233	GORAKHPUR
234	ALWAR
CODE	SIRC
301	BANGALORE
302	CHENNAI (WEST)
303	COIMBATORE
304	ERNAKULAM
305	HYDERABAD
306	MADURAI
307	MANGALORE
308	MYSORE
309	PUDDUCHERRY
310	TIRUCHIRAPALLI
311	THIRUVANANTHAPURAM
312	VIJAYAWADA
313	VISAKHAPATNAM
314	CHENNAI (SOUTH)
315	HUBLI-DHARWAD
316	CALICUT
317	THRISSUR

318	SALEM
319	KOTTAYAM
CODE	WIRC
401	AHMEDABAD
402	VADODARA
403	BHOPAL
404	INDORE
405	MUMBAI-I-CG
406	MUMBAI-II-GTK
407	MUMBAI-III-JOG
408	NAGPUR
409	PANAJI
410	PUNE
411	RAJKOT
412	RAIPUR
413	SURAT
414	NASHIK
415	THANE
416	AURANGABAD
417	KOLHAPUR
418	JABALPUR
419	NAVI MUMBAI
CODE	OVERSEAS
501	DUBAI

CODE LIST FOR (BANK CODES)	
01	ANDHRA BANK
02	ALLAHABAD BANK
03	ANZ GRINDLAYS BANK
04	BANK OF AMERICA
05	BANK OF INDIA
06	BANK OF BARODA
07	BANK OF MAHARASHTRA
08	BANK OF TOKYO
10	CANARA BANK
11	CORPORATION BANK
12	CITI BANK
13	DENA BANK
14	THE HONGKONG & SHANGHAI BANK
15	INDIAN BANK
16	INDIAN OVERSEAS BANK
17	STATE BANK OF INDIA
18	STATE BANK OF INDORE
19	STATE BANK OF TRAVANCORE
20	STATE BANK OF BIKANER & JAIPUR
21	STATE BANK OF PATIALA
22	STATE BANK OF SAURASHTRA
23	SYNDICATE BANK
24	PUNJAB NATIONAL BANK
25	VIJAYA BANK
26	STANDARD CHARTERED BANK
27	UNION BANK OF INDIA
28	PUNJAB & SIND BANK
29	THE BANK OF RAJASTHAN
30	THE VYSYA BANK
31	UNITED BANK OF INDIA
32	UNITED COMMERCIAL BANK
33	ABN AMRO BANK
34	STATE BANK OF MYSORE



THE INSTITUTE OF Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

35	ORIENTAL BANK OF COMMERCE
36	STATE BANK OF HYDERABAD
37	CENTRAL BANK OF INDIA
38	KARNATAKA BANK
39	HDFC BANK
40	ICICI BANK
41	IDBI BANK
42	UTI BANK
43	TIMES BANK
44	DEUTSCHE BANK
45	SWAN BANK
46	DELHI STATE COOPERATIVE BANK
47	VAISH COOPERATIVE BANK
49	UCO BANK
50	THE SOUTH INDIAN BANK LTD.
51	THE FEDERAL BANK LTD.
52	THE LAKSHMI VILAS BANK LTD.
53	BHARAT OVERSEAS BANK LTD.
54	THE CATHOLIC SYRIAN BANK LTD.
55	TAMILNAD MERCANTILE BANK LTD.
56	RESERVE BANK OF INDIA
57	CITY UNION BANK LTD.
58	THE TAMIL NADU STATE APEX CO-OP.BANK LTD.
59	THE DELHI STATE CO-OP. BANK LTD.
60	THE JANALAXMI CO-OP. BANK LTD.
61	THE KARUR VYSYA BANK LTD.
62	GLOBAL TRUST BANK LTD.
63	THE GENERAL CO-OP. BANK LTD.
64	THE SANGLI BANK LTD.
65	LORD KRISHNA BANK LTD.
66	THE UNITED WESTERN BANK LTD.
67	THE NEDUNGADI BANK LTD.
68	INDUSIND BANK LTD.
69	THE KARNATAKA BANK LTD.
70	KANAKA DURGA GRAMEENA BANK
71	THE DHANLAKSHMI BANK LTD.
72	BAREILLY CORPORATION BANK LTD.
73	BOMBAY MERCANTILE CO-OP. BANK LTD.
74	CENTURION BANK
75	THE SARASWAT CO-OP. BANK LTD.
76	ANYONYA SAHAYAKARI MANDALI CO-OP. BANK
77	THE NAINITAL BANK LTD.
78	PURSHOTTAM KANJI EXCHANGE CO. LTD.
79	NATIONAL BANK OF BAHARAIN
80	THE SAKURA BANK LTD.
81	THE JAMMU & KASHMIR BANK LTD.
82	CREDIT AGRICOLE INDOSUEZ
83	THE BENARES STATE BANK LTD.
84	AMERICAN EXPRESS
85	GHAZIABAD ZILA SAHAKARI BANK LTD.
86	THE BANK OF NOVA SCOTIA
87	THE SANWA BANK LTD.
88	OMAN INTERNATIONAL BANK
89	DEVELOPMENT CREDIT BANK LTD.
90	THE DELHI NAGRIK SEHKARI BANK
91	JAIN CO-OP. BANK LTD.
92	SOCIETE GENERALE
93	THE BANK OF TOKYO-MITSUBISHI LTD.

94	OMAN ARAB BANK S.A.O.C.
95	MADHYA PRADESH RAJYA SAHAKARI BANK
96	INDORE SWAM SIDDH MAHILA CO-OP. BANK
97	THE SARVODAYA SAHAKARI BANK LTD.
98	THE VYAVSAYIK SAHAKARI BANK LTD.
99	ANY OTHER

Please mention the details of the Institute's examination passed

FOUNDATION	FINAL / PROFESSIONAL
Roll No.	GROUP/MODULE-I
Session	Roll No.
INTERMEDIATE/ EXECUTIVE	Session
GROUP/MODULE-I	GROUP/MODULE-II
Roll No.	Roll No.
Session	Session
GROUP/MODULE-II	GROUP/MODULE-III
Roll No.	Roll No.
Session	Session
	GROUP/MODULE-IV
	Roll No.
	Session

Employment Details	
Name :
Designation :
Name & Address of Employer :

Phone/Fax No. : Working Since:

Applicable for Executive and Professional Students only.
(Please fill the appropriate Code as applicable)

Code list for Module	
01	Module-I (One)
02	Module-II (Two)
03	Module-III (Three)
04	Module-IV (Four)
05	Module-I & II (One & Two) (Both Module for Executive)
06	Module-I & III (One & Three)
07	Module-I & IV (One & Four)
08	Module-II & III (Two & Three)
09	Module-II & IV (Two & Four)
10	Module-III & IV (Three & Four)
11	Module-I, II & III (One, Two & Three)
12	Module-I, II & IV (One, Two & Four)
13	Module-I, III & IV (One, Three & Four)
14	Module-II, III & IV (Two, Three & Four)
15	Module-I, II, III & IV (All Modules)

LIST OF CHAPTER CODES FOR CC & FEES PURPOSE ONLY	
CODE	EIRC
01	BHUBANESWAR
02	NORTH EASTERN (GUWAHATI)
03	JAMSHEDPUR
04	PATNA
05	RANCHI



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

06	DHANBAD
07	HOOGLY
19	KOLKATA-RO
CODE	NIRC
21	CHANDIGARH
22	FARIDABAD
23	GHAZIABAD
24	JAIPUR
25	KANPUR
26	LUDHIANA
27	LUCKNOW
28	MODINAGAR
29	SHIMLA
30	UDAIPUR
31	NOIDA
32	MEERUT
33	YAMUNA NAGAR
34	AGRA
35	ALLAHABAD
36	JODHPUR
37	GURGAON
39	DELHI-RO
81	VARANASI
82	BHILWARA
83	BAREILLY
84	DEHRADUN
85	JAMMU
86	AJMER
87	AMRITSAR
88	JALANDHAR
89	KARNAL-PANIPAT
90	ALWAR
91	KOTA
92	ROHTAK
93	SONEPAT
94	SRINAGAR
CODE	SIRC
41	BANGALORE
42	COIMBATORE
43	KOCHI
44	HYDERABAD
45	MADURAI
46	MYSORE
48	TIRUCHIRAPALLI
49	THIRUVANANTHAPURAM
50	VISAKHAPATNAM
51	MANGALORE
52	PUDUCHERRY
55	THRISSUR
57	SALEM
58	CALICUT
59	CHENNAI-RO
60	PALAKKAD
CODE	WIRC
61	AHMEDABAD
62	VADODARA
63	BHOPAL
64	DOMBIVLI
65	GOA

66	INDORE
67	NAGPUR
68	PUNE
69	SURAT
70	NASHIK
71	RAIPUR
72	AURANGABAD
73	RAJKOT
74	NAVI MUMBAI
75	THANE
76	KOLHAPUR
79	MUMBAI-RO

SUBJECT CODES	
FOUNDATION PROGRAMME	
BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP	311
BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION	312
BUSINESS ECONOMICS	313
FUNDAMENTALS OF ACCOUNTING AND AUDITING	314
EXECUTIVE PROGRAMME	
MODULE I	
COMPANY LAW	321
COST & MANAGEMENT ACCOUNTING	322
ECONOMIC & COMMERCIAL LAWS	323
TAX LAWS AND PRACTICE	324
MODULE II	
COMPANY ACCOUNTS AND AUDITING PRACTICES	325
CAPITAL MARKET & SECURITIES LAWS	326
INDUSTRIAL, LABOUR & GENERAL LAWS	327
PROFESSIONAL PROGRAMME	
MODULE I	
ADVANCED COMPANY LAW AND PRACTICE	331
SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	332
CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY	333
MODULE II	
INFORMATION TECHNOLOGY AND SYSTEMS AUDIT	334
FINANCIAL, TREASURY AND FOREX MANAGEMENT	335
ETHICS, GOVERNANCE AND SUSTAINABILITY	336
MODULE III	
ADVANCED TAX LAWS AND PRACTICE	337
DRAFTING, APPEARANCES AND PLEADINGS	338
ELECTIVES 1 OUT OF BELOW 5 SUBJECTS	
1. BANKING LAW AND PRACTICE	341
2. CAPITAL, COMMODITY AND MONEY MARKET	342
3. INSURANCE LAW AND PRACTICE	343
4. INTELLECTUAL PROPERTY RIGHTS – LAW & PRACTICE	344
5. INTERNATIONAL BUSINESS – LAW & PRACTICES	345