

Rayat Shikshan Sanstha's
Chandraroop Dakle Jain College of Commerce,
Shrirampur

**ICSI - Because India needs better companies and better companies need the
best Company Secretaries**

About the Institute

- ICSI is a premier national professional Institute established under an Act of Parliament
- Functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India
- ICSI has been set up to regulate and develop the profession of Company Secretaries
- ICSI has its Headquarters at New Delhi and 4 Regional Offices at Chennai, Kolkata, Mumbai, New Delhi and 70 Chapters spread all over India. Including One Overseas Chapter at Dubai.
- ICSI has its own Centre for Corporate Governance, Research and Training (CCGRT) at Navi Mumbai
- Conducts examination at 87 centres including one Overseas Centre at Dubai.

EMPLOYMENT PROSPECTS of COMPANY SECRETARY:-

A Company Secretary is:

- An expert in Company Law, Corporate and Securities Laws
- A vital link between the company and its: - Board of Directors - Shareholders - Government and Regulatory Authorities
- A conscience seeker of the company
- A compliance officer of the company
- A corporate planner and strategic manager
- An in house legal counsel

ADMISSION & EXAMINATION

The CS Course is a Correspondence/Distance Learning Course with provision for optional class room teaching. Admission is open throughout the year. Students can register online on www.icsi.edu. Stages to become Company Secretary.

CS FOUNDATION PROGRAMME

Eligibility:

- a) Senior Secondary (10+2) Examination Pass candidates in Arts, Science & Commerce Streams (excluding Fine Arts) are eligible for admission
- b) Duration of the Course is 8 months
- c) Admission is valid for three years
- d) Fee payable at the time of admission: ` 4,500/-
- e) Register online at www.icsi.edu by clicking on online services.
- f) Student should upload scanned copies of Sr. Secondary Examination Pass Certificate or mark sheet, date of birth, passport size photograph and signature while submitting online registration form at appropriate place.
- g) Regional Councils and Chapters conduct class room teaching for students which are optional
- h) Study material is provided after approval of the online registration application.
- i) Provisional admission is allowed subject to submission of proof of passing Sr. Secondary Examination (10+2) within six months. Cut off dates: 31st March and 30th September however the admission is open throughout the year

Subjects

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

CS EXECUTIVE PROGRAMME: -

Eligibility:

CS Foundation Programme Pass • Foundation Examination Pass of The Institute of Cost Accountants of India • Common Proficiency Test (CPT) of The Institute of Chartered Accountants of India (ICAI) • Arts, Science, Commerce Graduates/ Post Graduates (excluding Fine Arts) are eligible for admission • Duration : 9 Months • Candidates not less than 17 years of age • Candidates possessing any of the following qualifications are exempted from passing CS Foundation Programme: (i) A degree or master's degree in Corporate Secretary ship or Commerce; or (ii) Pass in Final examination of ICAI (Cost) or ICAI or any other Accountancy Institution in India or abroad recognized as equivalent there to by the Council ;or (iii) A degree or master's degree in any disciplines other than Fine Arts.

CS Executive Programme Eligibility : CS Professional Programme MODULE I MODULE II 1. Company Law 2. Cost and Management Accounting 3. Economic and Commercial Laws 4. Tax Laws and Practice 5. Company Accounts and Auditing Practices 6. Capital Markets and Securities Laws 7. Industrial, Labour and General Laws

CS PROFESSIONAL PROGRAMME: -

Eligibility: A candidate will be admitted to the Professional Programme Examination, if 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. Fee payable: `12,000/-

CS Professional Programme:-

Module-I 1. Advanced Company Law and Practice 2. Secretarial Audit, Compliance Management and Due Diligence 3. Corporate Restructuring, Valuation and Insolvency

Module-II 4. Information Technology and Systems Audit 5. Financial, Treasury and Forex Management 6. Ethics, Governance and Sustainability

Module-III 7. Advanced Tax Laws and Practice 8. Drafting, Appearances and Pleadings 9. Electives 1 out of below 5 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

Communication Address: -

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Website: - <https://www.icsi.edu>

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Prof. Zagare G.B.