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

CENTRE FOR  
CORPORATE  
GOVERNANCE,  
RESEARCH &  
TRAINING (CCGRT)

# ANNOUNCES

**Integrated Company Secretaryship Course**  
*A Knowledge initiative for Developing well rounded  
Governance Professionals*



**CENTRE FOR CORPORATE GOVERNANCE, RESEARCH AND TRAINING  
(CCGRT)**

Plot No.101, Sector 15, Institutional Area, CBD Belapur,  
Navi Mumbai - 400 614

Phone: 022 -27577814 -16 Fax: 022 -27574384 E -mail: [ccgrt@icsi.edu](mailto:ccgrt@icsi.edu)

## Welcome Message

The Companies Act, 2013 has enhanced the role of Company Secretaries in the Corporate Sector and catapulted them as 'Governance Professionals'. Governance has occupied the centre stage in our society and economy. In order to build a niche cadre of professionals who can shoulder the responsibilities assigned to them in an evolving business environment and ensure governance in true letter and spirit, CCGRT is offering this three year Integrated Company Secretaryship Course at CCGRT.

This Course would be delivered at CCGRT, Belapur in Navi Mumbai through Academia, Industry Experts and Practitioners and would have an appropriate mix of theory and practice, including industry visits, interactions, training and internship. This would not only prepare the students to complete the Company Secretaryship course, thereby making them eligible to be the members of the Institute of Company Secretaries of India but also build their soft skills enabling them to be the governance leaders of tomorrow.

**Dean, CCGRT**

## CCGRT

Centre for Corporate Governance, Research & Training, known as CCGRT, has been serving the society since May, 1999 through various professional development programmes, research and high-end training with focus on corporate governance.



CCGRT is located in green environs of Belapur in Navi Mumbai and is endowed with state of the art Training Halls and Auditorium equipped with pleasant décor, ultra-modern audio visual facilities & P.A. system.

Being a catalyst organization in the professional development of corporate professionals, CCGRT is well positioned to organize an Integrated Company Secretaryship Course to prepare governance leaders of tomorrow. Visit us at: [www.icsi.edu/ccgtr](http://www.icsi.edu/ccgtr).

## The Institute of Company Secretaries of India

The Institute of Company Secretaries of India (ICSI) is a national professional body established by an Act of Parliament (the Company Secretaries Act, 1980) to develop and regulate the profession of Company Secretaries. It offers Company Secretaryship Course on completion of which one becomes a member of the Institute. A member of the Institute occupies statutory and regulatory positions in governance, secretarial and compliance functions. The law requires membership of the Institute as eligibility for appointment to certain positions. Companies of certain sizes are required to have members of the Institute as Company Secretaries. Most members of the Institute are, therefore, employed as Company Secretaries in companies and also in capacities supporting Company Secretaries in those companies. They are also employed in government, companies and NGOs in positions which are not earmarked for Company Secretaries. Quite a good number of members of the Institute are in public practice as independent professionals. They have recognitions under various laws relating to income tax, securities, foreign exchange, competition, etc. and also to provide representation services before various authorities and tribunals. Some members of the Institute, who have other professional qualifications such as law or accountancy, are engaged in other professions.

Visit us at: [www.icsi.edu](http://www.icsi.edu)

## C O N T E N T S

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## Objectives of the Course

To develop well rounded niche governance professionals under one roof

## Scope

1. Entire Company Secretaryship Course
2. Soft Skills Leadership Traits and other Life Skills
3. Training through Practical Exposure and Internship

## Nature of the Course

Full Time, Non residential<sup>1</sup>

## Duration of the Course

Three years<sup>2</sup> including one year of training.

## Batch Size

50 (Fifty)

## Faculty

A mix of Academicians from reputed Institutions, Professionals and Industry Experts

## Venue and Classroom Lectures

ICSI-Centre for Corporate Governance, Research and Training (CCGRT), Plot No. 101, Sector 15, Institutional Area, CBD-Belapur, Navi Mumbai – 400 614 (MH).

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<sup>1</sup> In due course of time such programme would also be offered as residential.

<sup>2</sup> assuming that a student passes the scheduled examination of Institute of Company Secretaries of India in the first attempt

## Eligibility

A candidate should fulfill the following eligibility requirements:

1. Less than 26 years as on July 01, 2014
2. Graduate with 50% Marks

Or

Foundation Programme pass of ICSI, CPT Pass of ICAI, Or Foundation Course Pass of ICoAI

## Selection

The best 50 candidates would be admitted to the Programme, selected through:

- (a) Online Entrance Examination: Two hours online entrance examination comprising of Reasoning, English and Numerical Aptitude.  
In lieu of online entrance examination, scores of recognized tests, namely, CAT, XAT, NMAT, GMAT, SNAP, MH-CET would also be considered.
- (b) Group Discussion and / or Interview

On the basis of the performance in the Online Entrance Examination or scores of Recognized tests, whichever is applicable, and Group discussions and/ or Interview, candidates would be selected for admission to the course.

## Fees

Fees for this course is Rs. 2,00,000/- per academic year for the first two years. Fees can be paid in half yearly installments. *(This fee is inclusive of tuition and examination fee payable to ICSI for the first attempt, and all other fees payable to ICSI.)*<sup>3</sup>

There is no fee for the third year. The student would get a monthly stipend not less than the minimum prescribed by ICSI for internship in the third year.

## Hostel Accommodation

This course is non-residential. CCGRT would however facilitate, on request, accommodation for students, in Navi Mumbai.

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<sup>3</sup> CCGRT would facilitate Educational Loans for the Course

## Pedagogy

The Course would be an interactive program focusing on experiential learning and combining class room lectures, discussions, class exercises, case studies etc. Students would be exposed to real life organisational situations, professional dilemmas etc. to enable them to develop holistic perspective towards decision making and governance.

## Course Curriculum

The curriculum of the course includes the syllabus of the Company Secretaryship Course as notified by ICSI from time to time. The first year would cover the seven subjects of Executive Programme and the second year would cover nine subjects of the Professional Programme; which are as under:

<b>Executive Programme (7 Papers)</b>	<b>Professional Programme (9 Papers)</b>
<b>MODULE 1</b>	<b>MODULE 1</b>
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	
<b>MODULE 2</b>	<b>MODULE 2</b>
5. Company Accounts and Auditing Practices	4. Information Technology and Systems Audit
6. Capital Markets and Securities Laws	5. Financial, Treasury and Forex Management
7. Industrial, Labour and General Laws	6. Ethics, Governance and Sustainability
	<b>MODULE 3</b>
	7. Advanced Tax Laws and Practice
	8. Drafting, Appearances and Pleadings
	9. Electives 1 out of below 5 subjects <sup>4</sup>
	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

The detailed course curriculum is available at the following link:  
<http://www.icsi.edu/WebModules/Student/SYLLEBUS2013.pdf>

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<sup>4</sup> Coaching in electives, is subject to minimum number of students

## Training

The candidates for this course would be imparted training as required for becoming a member of the Institute of Company Secretaries of India. In addition, the students would also be exposed to Personality Development Programmes, Leadership Programmes, Mock Board Meetings, AGMs, Industry Visits, Case Studies, etc.

## Collaboration

CCGRT will collaborate with reputed Institutes for delivery of this course.

## Internship

CCGRT would facilitate internship required for Company Secretaryship Course. Leading Company Secretaries Firms, Law Firms, Merchant Bankers, Registrars, Underwriters, Corporates would be invited to provide training to the students of this course.

## Placement

CCGRT would facilitate exclusive placement programs for the students of this course.

## Important Timelines (Tentative)

Sr. No.	Particulars	Batch I
1	Submission of Online Application Form from	April 10, 2014
2	Closing Date for Submission of Online Application Form	May 20, 2014
3	Online Entrance Test	May 25, 2014
4	Declaration of Result	May 31, 2014
5	Group Discussion and Interview	June 07 - 10, 2014
6	Offer for Admission	June 11 - 12, 2014
7	Last date of Admission by payment of Fees	June 17, 2014
8	Offer for Waitlisted Candidates, if any	June 21, 2014
9	Last date of Admission (For Waitlisted Candidates)	June 26, 2014
10	Commencement of the Programme	July 01, 2014



## Academic Calendar

There would be short-term break in each academic year.

<b>1<sup>st</sup> Year</b>	1 <sup>st</sup> Semester (200-250 Hours Class Teaching)	1 <sup>st</sup> July, 2014 - 31 <sup>st</sup> August, 2014
	2 <sup>nd</sup> Semester (400- 500 Hours of Teaching / Training)	1 <sup>st</sup> September, 2014 -31 <sup>st</sup> December, 2014
	3 <sup>rd</sup> Semester (400-500 Hours Class Teaching)	1 <sup>st</sup> January, 2015 - 30 <sup>th</sup> April, 2015
	Exam preparatory and guidance and Examination	1 <sup>st</sup> May, 2015 - 15 <sup>th</sup> June, 2015
	Short-term break	16 <sup>th</sup> June 2015 - 30 <sup>th</sup> June, 2015
<b>2<sup>nd</sup> Year</b>	4 <sup>th</sup> Semester (200-250 Hours Class Teaching)	1 <sup>st</sup> July, 2015 – 31 <sup>st</sup> August, 2015
	5 <sup>th</sup> Semester (400-500 Hours Class Teaching)	1 <sup>st</sup> September, 2015 – 31 <sup>st</sup> December, 2015
	6 <sup>th</sup> Semester (400-500 Hours Class Teaching)	1 <sup>st</sup> January, 2016 - 30 <sup>th</sup> April, 2016
	Exam preparatory and guidance and Examination	1 <sup>st</sup> May, 2016 - 15 <sup>th</sup> June, 2016
	Short-term break	16 <sup>th</sup> June 2016 - 30 <sup>th</sup> June, 2016
<b>3<sup>rd</sup> Year</b>	Internship/Practical Training	1 <sup>st</sup> July, 2016 - 30 <sup>th</sup> June, 2017

## Admission

Admission for the Course is online and commences from Thursday, 10<sup>th</sup> April 2014. Online Entrance Test would be held on Sunday, 25<sup>th</sup> May 2014.

Important Timelines can be seen on Page No. 08.

For Online Application [click here](http://27.251.128.181:8480/icsimumbai/LoginAction_input.action) [http://27.251.128.181:8480/icsimumbai/LoginAction\\_input.action](http://27.251.128.181:8480/icsimumbai/LoginAction_input.action)

## Brief about the Profession of Company Secretaries

The Companies Act, 2013 has substantially strengthened the position, role and responsibility of a Company Secretary both in employment and in practice. The duties of a company secretary are now statutorily prescribed under the Companies Act, 2013. He is now bracketed as key managerial personnel (KMP). He not only reports to the Board on compliance with the laws applicable to the company but also ensures compliance with the applicable secretarial standards. He assists and advises the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices. He assists the Board in the conduct of the affairs of the company and provides to the directors, such guidance as they may require, with regard to their duties, responsibilities and powers.

The Companies Act, 2013 has assigned substantial second order state functions to Company Secretaries in practice. Listed companies and other companies as may be prescribed by the rules thereunder are required to annex to the Board's Report, a Secretarial Audit Report from a Practising Company Secretary and any qualification/observation in the said report needs to be explained in the Board's Report. Similarly, listed companies and other companies having paid up share capital and turnover as may be prescribed shall get Annual Returns certified by a Practising Company Secretary. A Practising Company Secretary may be appointed as an Internal Auditor or a registered valuer or a company liquidator. A Company Secretary is also authorised to represent before the National Company Law Tribunal, Appellate Tribunal and various Tribunals and quasi-judicial bodies constituted under other legislations. He is also eligible to become a Technical Member of the Tribunals.

### **CREDITS \***

Brochure Design

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Supported by :

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## **I ABIDE BY THE LAW. SO DOES MY COMPANY.**

Over one million companies in the country are custodians of huge resources of the society and public. They drive the growth of the economy. It is, therefore, imperative that their operations should be so carried out that they exist forever to contribute to prosperity of the society and the economy even as they balance the interests of various stakeholders. This requires care for and adherence to law and justice, ethics, compliance, governance, risk management, conflict resolution etc. A Company Secretary, who is a regulated professional, ensures just that.

**I am a member of ICSI.  
Only I do what I do.**



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