



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

### **Attention Students!**

#### **Sub: Coaching Completion Certificate for appearing in CS Executive / Professional Programme Examinations**

It is informed that the Council of Institute has decided to do away with the requirement of coaching completion certificate with immediate effect. This would make students eligible for enrolment to Executive and Professional Programme examinations after expiry of six months or nine months as the case may be, from the date of registration to the respective programme.

2. In view of the above, the following instruments shall be deleted / substituted as under:

##### **2.1 Prospectus**

- i. Para 3.18 shall be deleted, and
- ii. Para 3.20 shall be substituted.

##### **2.2 Registration Letter**

- i. in Para 7 of the Registration Letter issued to Executive Programme Students the words "Postal / Oral Coaching" shall be deleted. And
- ii. In Para 5 of the Registration Letter issued to Professional Programme Students the words "Postal / Oral Coaching" shall be deleted.

##### **2.3 Important instructions** (Sent along with Registration Letter)

Paras pertaining to Test Papers, Title Sheet and Wrappers, and Posting of Response Sheets shall be deleted.

2.4 **FAQs:** Wherever there is reference to coaching completion certificate in publicity materials and FAQs, the same may be read in the above context.

The details of deletions/substitutions are at Annexure-I.

3. Henceforth, students of Executive Programme and Professional Programme are not required to:

- a. submit response sheets to test papers on various subjects to the Institute under Postal Tuition Scheme, or
- b. obtain coaching completion certificate from the Institute or from Class Room Teaching Centres of the Institute, or
- c. submit coaching completion certificate for enrollment to examinations of Executive and Professional Programmes.

(Sohan Lal)  
Director (Student Services)

## Annexure-I

Ref : “Coaching Completion Certificate” for appearing in  
CS Executive / Professional Programme examinations

Details of the relevant clauses deleted / amended:

i) **Prospectus :**

- iii. Para 3.18 pertaining to compulsory postal tuition shall be deleted.

Text of para 3.18 is as under :

**Compulsory postal tuition**

Every registered student of Executive/Professional Programme is required to undergo a course of compulsory postal tuition imparted by the Institute from headquarters at New Delhi/Noida office.

Under the Compulsory Postal Tuition Scheme, the students are provided with study material and test papers for various subjects. For each subject there are five test papers out of which three are compulsory. Students are required to submit to the Institute only One Response Sheet [out of compulsory test papers] per subject of the respective module(s) he/she intends to write the CS Executive/Professional Programme examinations, under examination conditions after going through the study material and the recommended books. A student may submit response sheets to the optional test papers also, if he/she so desires.

The response sheets are evaluated by the Institute's examiners and returned to the students with comments, if any, of the examiner for improvement of the answers.

The qualifying marks in respect of each response sheet are 40%. If a student does not secure the qualifying marks in a response sheet to a compulsory test paper, he/she should resubmit the same. The last date for submission of response sheets is 28th February for appearing in June examination and 31st August for December examination.

On successful completion of the postal tuition in a subject, the student is supplied with suggested answers for that subject and on his completing coaching successfully in all the subjects of a module; he/she is issued with Coaching Completion Certificate for that/those module(s).

The students are admitted to the Executive Programme or Professional Programme examinations of the Institute only on production of the Coaching Completion Certificate. However, if a student has already submitted all the response sheets for the subjects of a particular module and the response sheets are still under evaluation, he/she may apply for admission to the examination with the stipulated date pending issue of Coaching Completion Certificate.

Students who have passed both the modules of the Executive Programme examination are required to seek enrolment for undergoing postal tuition for the Professional Programme on payment of the postal tuition fee, which presently is `12,000.

- iv. Para 3.20 shall be substituted as :

**Class Room Teaching Centres of the Institute (empanelled under Public Private Partnership Scheme)**

The Institute has also granted accreditation to certain Colleges/Senior Secondary

Schools and Private Institutions (empanelled under Public Private Partnership Scheme) to impart class room teaching under the above said scheme. A list of such Accredited/Public Private Institutions are available at the website of the Institute viz. [www.icsi.edu](http://www.icsi.edu). Students have the option to attend such classes.

Class Room Teaching is thus optional and is designed to provide a personal contact between the teacher and the taught. Students intending to attend class room teaching are, therefore, required to pay additional fee to the Regional Councils/Chapters/Accredited Centres and/or Private Institutes (empanelled under Public Private Partnership Scheme) as determined by them from time to time. No concession in payment of fees to the Institute shall be available in the event of student opting to undergo class room teaching.

Besides oral tuition classes, personal contact programmes are also organized from time to time for the benefit of students.

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ii) **Registration Letter :**

In para 7 of Registration letter of Executive Programme the word “Postal / Oral Coaching “ shall be deleted.

Text is given below :

“CS Examinations are usually held in the month of June and December every year. The earliest examination at which you would be eligible to appear is ..... and you are eligible for .....module/s subject to successful completion of Computer Training Programme Student Induction Programme (\*) & Postal/Oral Coaching.(\*) [ \*....\* Deleted ] and any other training requirements. You are advised to visit our website [http:// www.icsi.edu](http://www.icsi.edu) regularly for updated/latest information”

In para5of Registration letter of Professional Programme the word “Postal / Oral Coaching “ shall be deleted.

Text is given below :

“CS Examinations are usually held in the month of June and December every year. The earliest examination at which you would be eligible to appear is .....and you are eligible for .....module/s subject to successful completion of Computer Training Programme Student Induction Programme (\*) & Postal/Oral Coaching.(\*) [ \*....\* Deleted ] and any other training requirements. ....

iii) **Important instructions** ( being sent along with registration letter ):

Paras pertaining to test papers, title sheet/wrappers & posting of response sheets shall be deleted

Text of relevant paras are as under :

**(\*) Test Papers:**

Eachstudymaterialcontainsthreetestpapers.Studentsarerequiredtosubmiton lyoneresponse sheet[outofthreecompulsorytestpapersappendedattheendofeachstudymate rial]persubjectfortherespectivemodulehe/sheintendstowritetheCSExaminati on.RequirednumberofresponsesheetstothetestpapersmaybesenttotheInstiit

ute at the address noted above. If your performance is found satisfactory in all the response sheets, i.e. you have secured a minimum 40% marks in each paper, you shall be issued the Coaching Completion Certificate on the basis of which you will be entitled to enroll yourself for the particular module(s) of the CSE Executive Program examination, subject to fulfilling the other requirements laid down under Company Secretaries Regulations, 1982.

You must attempt the required number of questions after thorough preparation and, as far as possible, under examination conditions without reference to books or notes. If you do not answer the required number of questions and/or fail to secure a minimum of 40% marks, you will be required to rewrite the response sheet to the particular test paper(s).

You should resubmit all those response sheets in which you secure less than 40% marks. *You are advised not to resort to copying or submit response sheets written by other persons as no credit is given for such response sheets. Besides, you will be liable for any action that may be taken against those indulging in such malpractices.* Answers to test papers should be written in English or Hindi, at your option, on foolscap sheets of approximately 13"x8" size. Please begin each answer on a fresh page, indicating at its right hand top your registration number, to facilitate evaluation by examiner. Though a student is allowed to answer the test paper in Hindi medium, study material is available in English only.

#### **Title Sheets and Wrappers :**

A set each of the title sheets and the wrappers is being sent to you by separate post. The title sheet is required to be clipped to the response sheets as the first cover and wrappers should be used for wrapping the response sheets. Adequate postage must be affixed before dispatch. You are requested to follow strictly the instructions for submission of response sheets/test papers. Please write your full name, complete address with pin code number, student registration number, subject, complete test paper number etc. while submitting the response sheets for evaluation. In case the title sheets/wrappers fall short, photocopies thereof may be taken and made use of. Alternatively, you may write to the undersigned for additional wrappers/title sheets. Always make it a point to mention the subject as well as Test Paper denomination and complete postal address correctly.

#### **Posting of Response Sheets :**

Students are advised to get acknowledgement from the Institute for response sheets sent, by attaching a self-addressed stamped postcard with registration number and full details of response sheets, i.e., subject, test paper number mentioned therein. *Credit is given only for the response sheets received in the Institute and not for the response sheets lost in transit.*

The last date for receipt of response sheets including resubmission in the Institute from the students who wish to be considered for enrolment for the examination to be held in June/December is 28th February/31st August respectively. These dates have been fixed keeping in view the enrolment dates of the examination and thus no request for extension of time beyond the stipul

ated dates, whatever be the circumstances, will be entertained. A student who has submitted/re-submitted all the responses sheets within stipulated period may apply for appearing in the Examination to be held in June/December along with requisite Examination fees so as to reach the Institute on or before 25th March/25th September pending receipt of the Coaching Completion Certificate.

You may please note that responses sheets are to be sent to the Institute pinned separately in regular flow without waiting for the last date. Last date mentioned above is just an indicator for students to suitably plan their studies under postal tuition. It is advisable to complete coaching as quickly as possible and send last responses sheet including resubmission, if any, so as to reach the Institute on or before the last date mentioned in the preceding Para. This will give us reasonable period to get your responses sheet evaluated in time.

You should also note that mere resubmission of responses sheets by stipulated date will not entitle you to claim as a matter of right, permission for appearing in the examination. Admission to the examinations subject to all the conditions that are required to be satisfied under the Company Secretaries Regulations, 1982 is contingent upon clearance given by the Institute regarding completion of coaching. Coaching completion certificates are issued only to those students whose performance in all the responses sheets including resubmissions, if any, is found satisfactory. Therefore, you must keep adequate time in hand in respect of resubmission of answer paper and their assessment, since the last date as mentioned above has been fixed both for fresh submission as well as resubmission of answer papers. (\*) [ \*....\* Deleted ]

- iv) And wherever there is reference regarding coaching completion certificate in various publicity materials / FAQ etc. the same shall be read in the above context.

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