

INSTRUCTIONS REGARDING THE SCOPE AND DURATION OF (15 MONTHS) TRAINING AND (03 MONTHS) PRACTICAL TRAINING

1. It is desired that the trainee be attached directly to a senior officer of the organisation i.e. the Secretary/Chief Accountant/General Manager and /or any other officer who is incharge of the Secretarial Department of the organisation. For matters relating to discipline, the candidate will be guided by the instructions of the authorised Training Officer. The training imparted should be on the same lines/on par with the one being extended to other management trainees of the organisation with particular emphasis as enumerated in the enclosed model programme.
 2. A detailed programme of training in the various departments may be drawn up by the said Officer taking into account the general principles and the various areas/aspects in the model programme. This model programme may be considered as illustrative and not exhaustive and necessary addition/improvement may be made.
 3. The training will be for a maximum period of three months for practical training and 15 months for training unless the candidate has been allowed partial exemption from undergoing training. As the training is arranged in respect of candidates who have already passed the final examination of the Institute, it is expected that the candidates possess adequate practical knowledge of the functions of various departments to which they will be attached for training.
 4. After orientation, the candidate should receive training in the following departments/disciplines :
 - (a) **Secretarial Department** (including shares & legal
 - (b) **Finance & Accounts** (including costing, management accounting, internal audit & taxation)
 - (c) **Administration Department** (including personnel, general, administration, industrial & public relations, marketing & material management)
 - (d) **EDP and MIS**
- The period of training in each of the departments is one month for practical training/three to four months for management training. The actual period may be varied to suit the convenience of the organisation and the background and the past experience of the candidates. The exposure should be extensive.
5. The candidate is expected during the period of training to familiarise himself with the day-to-day work of the secretarial department in a comparatively big organisation. In the Secretarial (Shares & Legal) department, the candidate should familiarise himself with the work of share transfers, share registration, board meeting, minutes of board and general meetings, returns to be filed with the authorities etc. The candidate should also familiarise himself with the procedure for calling general & extraordinary general meetings of the company, drafting and issue of notice in respect of special resolution relating to these matters. If possible, the trainee should be associated with the holding of atleast one annual general meeting and a few board meetings. In order that the trainee acquires skill of a good manager including leadership qualities, emphasis should be on actual work responsibilities. It would work in a better way, if after familiarisation the department/section the trainee is put as 'under-study'.
 6. In the Finance & Accounts Department, the trainee is expected to learn the detailed procedures involved from the stage of basic records upto the preparation of final accounts and also the procedure of internal audit. The trainee should also familiarise himself with the procedure for the statutory audit.
 7. Should time permit, the trainee might also be attached to the sales & purchase departments.

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8. The trainee should as far as possible be actively associated with the actual work and encouraged to do the work himself. His training should be arranged as per the model programme of training referred to in para 1. It is expected that the trainee should keep brief notes of the company's history, principle activities *vis-a-vis* information of the competitions and business environment, their current performance in the area of production, productivity and plans in hand. The trainee should pay special attention about company's filing of various returns, maintenance of books, compliance of statutory and other rules and regulations, important cases under various enactments including claims, if any under insurance, railways, transport, etc. The trainee must attend to the use of computers and its efficacies and advantages. The various policies, procedures, power/delaying of authority at various levels must be studied. While getting training in finance, accounts, ratio analysis, both of financial and technical matters should be mastered.
9. A report on the details of the training undergone be prepared by the trainee and sent along with the assessment of the officer to whom the trainee is attached, to the Institute at the end of every month/three months for practical training and management training respectively.
10. The final report on the details of the training undergone be prepared by the officer giving his own assessment of the extent to which the trainee could be considered to have successfully completed the training.
11. **The Trainee is eligible for 45 days leave for study/examination purpose and casual leave during 15 months training. No student will be permitted to avail the leave for undergoing any other training i.e. SMTP/ROC or Stock Exchange.**
12. On satisfactory completion of the training, a certificate in prescribed form as per copy enclosed may kindly be sent to the Institute.
13. **Every student undergoing 15 months Management/Apprenticeship Training is required to maintain Training Diary. The Diary can be purchased from all the Regional Offices and Head Quarter of the ICSI on payment of Rs. 100/- (Rs. 52/- postage extra)**