

FREQUENTLY ASKED QUESTIONS

Regarding New Training Structure				
1	Eligibility for training under the modified training structure	(i) A student registered to the Executive Programme on or after 01.04.2014; and (ii) If a student registered to the Executive Programme on or before 31st March 2014, but if he/ she opts for the modified training structure in lieu of the earlier structure.		
2	Duration of training under modified training structure	• Three years on registration to Executive Programme; or • Two years after passing the Executive Programme; or • One year after passing the Professional Programme		
3	Components of earlier training structure and the modified training structure	Components of Training	Earlier Training Structure	Modified Training Structure
		Computer Training	Seventy Hours	Not Applicable
		Student Induction Programme	Seven Days	Not Applicable
		Executive Development Programme	Eight Days	Not Applicable

		Long term Internship With specified entities	Fifteen Months (After passing Executive Programme)	Three years on registration to Executive Programme; or Two years after passing the Executive Programme; or One year after passing the Professional Programme	
		Professional Development Programme	Twenty-Five hours	Not Applicable	
		Training with Specialized agency	Fifteen Days	Not applicable	
		MSOP	Fifteen Days	Fifteen Days	
4	Entities eligible for imparting training of 1 year/2 years /3 years to the students of the Institute.	(i) In a company having a paid up share capital of not less than fifty lakh rupees; or (ii) in any Law Firm, Consultancy Firms and Financial Institutions other institution or organisation or class of institutions or organisations as may be approved by the Council from time to time; or (iii) under a Company Secretary in whole-time practice or in a firm of Company Secretaries.			
5	Entitlement of PCS for imparting	The number of trainees to be sponsored for imparting training by the Company Secretary in Practice (PCS) including a partner in a firm of Company Secretaries, will			

	training to the CS students	be equal to the number of years of continuous practice of the concerned member subject to a maximum of twenty trainees. A PCS upto two years of continuous practice will be entitled to engage only one trainee. If the PCS surrenders his certificate of practice and starts his practice after a gap, he will be entitled to have the same number of trainees as he was entitled when he surrendered his certificate of practice.
6	Procedure for switching over from the earlier training structure to the Modified training structure.	Students have an option to undergo training either under the earlier structure or the modified training structure. However, for switching over to the modified structure, the student will not get any benefit of the training undergone under the earlier training structure. The student has to opt for the new training structure in the specified format available on the website of the Institute
7	Applicability of SIP/EDP/PDP and Computer Training under Modified Training Structure.	SIP/EDP/PDP and Computer Training are not applicable under the modified training structure.
8	Is 15 days Training with Specialized agencies compulsory in Modified Training Structure.	Not applicable under modified training structure
9	Fees payable for Switching over to Modified Training Structure	There is no fee for switchover to modified training structure
10	Procedure for registration of	For registration of company and other organisation for imparting training the paid up share capital of the company

	companies and other organisations under the Modified Training structure	should not be less than Rs. 50 lacs for imparting 1 year/2 years /3 years management training. For registration of companies and other organisation for imparting 1 year/2 years /3 years management training, following documents are required : i) A duly signed request letter from company on its letter head having details of paid up share capital, number of trainees to be accommodated in a year, amount of stipend payable to trainees. ii) A certified true copy of latest balance sheet of the company and other organisation (for registration of Banks and Government bodies for imparting training, Balance Sheet is not required) iii) There is no fee for registration of company for imparting training.
11	Procedure for registration of Law Firm, Consultancy Firms and Financial Institutions for imparting training to the students of the Institute	Guidelines and eligibility criteria for registration of Law Firms, Consultancy Firms, and Financial Institutions are available on the website of the Institute.

FREQUENTLY ASKED QUESTIONS WITH ANSWERS ON TRAINING:

QUERIES RELATED TO COMPANY/ ORGANISATIONS (INCLUDING LAW FIRM, CONSULTANCY FIRM ETC.) AND COMPANY SECRETARIES IN PRACTICE FOR IMPARTING 15 MONTHS AND/OR 03 MONTHS PRACTICAL TRAINING UNDER THE EARLIER TRAINING STRUCTURE OR 1/2/3 YEARS UNDER THE MODIFIED TRAINING STRUCTURE AND THEIR REGISTRATION WITH THE INSTITUTE FOR IMPARTING TRAINING

1. With which organizations 15 months Training under the earlier Training Structure or 1/2/3 years under the modified training structure can be undergone?

A.

(i) **COMPANIES**

Companies (whether public or private; listed or unlisted) having paid up share capital of Rupees fifty lacs or more (*However, for imparting 3 months practical training (under the earlier training structure) to the Final/ Professional Programme passed students who have been granted exemption from 12 months, the paid up share capital of the company should be Rupees twenty five lacs or more*);

(ii) **MINISTRY OF CORPORATE AFFAIRS AND ITS OFFICES, ROC, RD, OL etc.;**

(iii) **BANKS**

All banks recognised by RBI are considered equivalent to companies for the purpose of imparting training without the limiting factor of paid up share capital;

(iv) **LAW FIRMS/ CONSULTANCY FIRMS/ FINANCIAL INSTITUTIONS**

Guidelines and eligibility criteria for registration of Law Firms, Consultancy Firms, and Financial Institutions for imparting training are available at "Training link" on the website of the Institute www.icsi.edu;

(v) **GOVERNMENT BODIES & DEPARTMENTS, PSU ETC.**

Training can be undergone with Government bodies & departments, Public Sector Undertakings, Statutory bodies etc. which are registered for imparting training;

B) COMPANY SECRETARIES IN PRACTICE

The students are allowed to undergo training for a period of 15 months under the earlier Training Structure or 1/2/3 years under the modified training structure with Company Secretary in whole-time practice or a firm of such Company Secretaries on whole time basis, registered for imparting training.

2. What is the procedure for registration of companies and other organisations for imparting 15 Months Management and 03 months Practical Training under the earlier Training Structure or 1/2/3 years under the modified training structure?

For registration of company and other organisation for imparting training the Paid up share capital of the company should not be less than Rs. 50 lacs for imparting 15 months management training under the earlier Training Structure or 1/2/3 years under the modified training structure. However for imparting Practical Training of 03 months as applicable in the earlier training structure, the paid up share capital should not be less than 25 lacs.

Following documents are required for registration of companies and other organisation for imparting training:

- i) A duly signed request letter from company on its letter head having details of paid up share capital, number of trainees to be accommodated in a year, amount of stipend payable to trainees.
- ii) A certified true copy of latest balance sheet of the company and other organisation (for registration of Banks and Government bodies for imparting training, Balance Sheet is not required)
- iii) No fee has been prescribed for registration of company for imparting training.

3. What is the procedure for registration of Law Firms, Consultancy Firms and Financial Institutions for imparting training with the Institute?

- (i) **For registration of law firm for imparting 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure** - we require a duly signed request letter from on letter head of the law firm having details of number of partners enrolled as an Advocate with their names, trainees to be accommodated in a year, amount of stipend Payable to trainees, brief profile of the firm including work areas, infrastructure available for training etc.
- ii) **For registration of Consultancy firm for imparting 15 months training under the earlier Training Structure or 1/2/3 years under**

the modified training structure - we require a duly signed request letter from on letter head of the consultancy firm having details of number of partners with their names, trainees to be accommodated in a year, amount of stipend payable to trainees, brief profile of the firm including work areas, infrastructure available for training etc.

- iii) **For registration of Financial Institution for imparting 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure** - we require a duly signed request letter from on letter head of financial institution having details of fixed assets, standing, number of trainees to be accommodated in a year, amount of stipend payable to trainees, brief profile, infrastructure available for training etc. along with document of registration or approval of the prescribed authority as may be required under the applicable laws, authenticate document indicating gross fixed assets minimum of Rupees Ten lacs only (preferably balance sheet) and having standing of atleast ten years of the concerned financial institution.

4. What is the procedure for registration of a Company Secretary in Practice for imparting training with the Institute?

For getting registered with the Institute for imparting training to the students, a Company Secretary in Practice has to submit duly filled application form as prescribed by the Institute. The application form is available on the website of the Institute at www.icsi.edu under training link. After approval a registration number is allotted to the Company Secretary in Practice.

QUERIES RELATED TO 15 MONTHS TRAINING under the earlier Training Structure or 1/2/3 years under the modified training structure

5. Where do I get the list of companies/organisation (including law firm, consultancy firms etc.) & PCS registered with the Institute for imparting 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure ?

List of companies /organisation (including law firm, consultancy firms etc.) for imparting training and list of Company Secretaries in Practice registered for imparting training with the Institute is available on the website of the Institute. www.icsi.edu > 'Training' link. List can be available by opting any one search option provided.

6. What is the procedure of searching training with the company/organisation (including law firm, consultancy firms etc.) and with Company Secretaries in Practice?

Following procedure should be followed for searching Training with the company /organisation (including law firm, consultancy firms etc.) and with Company Secretary in Practice: -

- i) Students may directly contact the company /organisation (including law firm, consultancy firms etc.) and Company Secretary in Practice registered with the Institute for getting training and apply with their resumes.
- ii) List of companies /organisation (including law firm, consultancy firms etc.) and list of Company Secretaries in Practice registered for imparting training with the Institute is available on the website of the Institute. www.icsi.edu > 'Training' link. List can be available by opting any one search option provided.
- iii) Students can also contact their nearest Regional/Chapter office of the Institute for getting information of vacancies for training and seeking assistance for the same.
- iv) Students may also request for registration of the companies /organisation (including law firms, consultancy firms etc.) and Company Secretaries in Practice, in case the same is not registered with the Institute for imparting training. Procedure for registration as already given has to be followed for the same.
- v) Students may also apply to the institute for seeking assistance in searching training by submitting their resumes.
- vi) Institute would forward the details/resumes of the students to the companies, PCS and other organisations as per vacancies and their requirements for further short listing and interview at their end.

7. What is the procedure to be followed by the students for getting registration of 15 months Training under the earlier Training Structure or 1/2/3 years under the modified training structure with the company/organisation (including law firm, consultancy firms etc.)?

Procedure to be followed for registration of Training with the company /organisation (including law firm, consultancy firms etc.) is given below:

- i) After selection the company/organisation (including law firm, consultancy firms etc.) would forward appointment letter indicating the date of commencement along with prescribed Training Form (available at training page on website www.icsi.edu) to the Institute for registration of training.
- ii) The Institute would forward the final sponsorship letter to the company/organisation (including law firm, consultancy firms etc.)

with a copy of the same to the concerned student also.

8. Is there any limit with regard to number of trainees which a company/organisation can impart training?

There is no limit for maximum number of trainees by Companies and other organisations.

9. Can a student take transfer of training in between the training period from one company/organisation (including law firm, consultancy firms etc.) to another company/organisation or a Company Secretary in Practice?

Yes, a student can take transfer of training in between the training period subject to submission of NOC from the previous trainer.

10. What is the procedure for transfer of training in between the training period to any company /organisation (including law firm, consultancy firms etc.) or Company Secretary in Practice registered for imparting training with the Institute?

In case of transfer of Training, during the training period to some other company/organisation (including law firm, consultancy firms etc.) or Company Secretary in Practice registered for imparting training with the Institute, the student has to submit with the Institute a Certificate of Discontinuation of Training in the Prescribed Format along with the No Objection Certificate from the previous trainer and has to follow the same procedure for undergoing remaining period of training as applicable in case of first trainer with the regards to sponsorship letter, appointment letter, contract etc.

QUERIES RELATED TO 15 MONTHS TRAINING UNDER THE EARLIER TRAINING STRUCTURE OR 1/2/3 YEARS UNDER THE MODIFIED TRAINING STRUCTURE WITH COMPANY SECRETARY IN PRACTICE

11. Can 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure be undergone with any Company Secretary in Practice?

No, the aforesaid training can be undergone only with those Company Secretaries in Practice who are registered with the Institute for imparting training.

12. Is there any limit with regard to number of trainees which a Company Secretary in Practice can impart training to?

Yes, there is a limit with regard to number of trainees which

a Company Secretary in Practice can impart training to Company Secretary upto two years of continuous practice can impart training to one trainee and further number of trainees equal to the number of years of continuous practice is permissible subject to a maximum limit of twenty trainees. However, in case a Company Secretary in Practice who has surrendered his Certificate of Practice, then he will be given credit to the number of trainees permissible at the time of surrender of Certificate of Practice.

13. What is the procedure for registration of 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure with Company Secretary in Practice?

Procedure to be followed for registration of Training with the Company Secretary in Practice registered with the Institute for imparting training is given below:

- i) Ensure whether the Company Secretary in Practice is registered with the Institute for imparting training. *(List of Company Secretary in Practice registered with the Institute for imparting training is available on training page on website www.icsi.edu);*
- ii) Ensure whether the Company Secretary in Practice is eligible to take trainee with regard to the entitlement of maximum number of trainees of the concerned Company Secretary in Practice registered for imparting training with the Institute.
- iii) Candidate may apply for the issuance of sponsorship letter i.e. bio-data letter before commencement of training in the prescribed training form which is available on the website of the Institute at training link;
- iv) After selection a contract for training in the prescribed format has to be executed between the Company Secretary in Practice and the student concerned on non-judicial stamp paper or through e-stamping /franking of requisite value as applicable in their respective state, in duplicate. Both have to keep one copy of the contract;
- v) Within 15 days of execution of contract for apprenticeship, the Company Secretary in Practice/ student has to submit a copy of contract, the particulars as prescribed in Part A & B with regard to employer and trainee.
- vi) thereafter the Institute after taking the training on record will issue registration letter for 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure to the Company Secretary in Practice with a copy to the student.

14. What would be the date of commencement of 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure with Company Secretaries in Practice?

15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure with Company Secretaries in Practice would be treated as valid only from the actual date of execution of contract for training.

15. What are the working hours for candidates undergoing training with Company Secretary in Practice?

The candidates undergoing apprenticeship training shall be required to work during normal hours for a period of 15 months under the earlier Training Structure or 1/2/3 years under the modified training structure which shall not be less than 6 hours a day for 5 days in a week during the total period of Training.

16. Can a student take transfer of training in between the training period from one Company Secretary in Practice to another Company Secretary in Practice or a company/organisations (including law firms, consultancy firms etc.) registered with the Institute for imparting training OR vice versa?

Yes, a student can take transfer of training in between the training period from previous trainer Company Secretary in Practice.

17. How many Transfers can be taken during 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure ?

It is not prescribed in Training Guidelines; however students are advised not to take frequent transfers during training period.

18. What is the procedure for transfer of training from one Company Secretary in Practice in between the 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure to any other Company Secretary in Practice or Company /organisations (including law firms, consultancy firms etc.) registered for imparting training with the Institute?

In case of transfer of training from one Company Secretary in Practice during the training period to some other Company Secretary in Practice or Company/organizations (including law firms, consultancy firms etc.) registered for imparting training with the Institute, the student has to submit with the Institute, a Certificate of Discontinuance of training in prescribed format from the previous trainer Company Secretary in Practice and has to follow the same procedure for undergoing remaining period of training as applicable in case of first trainer employer with regard to sponsorship letter, contract for training etc.

QUERIES RELATED TO EXEMPTION FROM UNDERGOING TRAINING

19. Who are eligible to claim exemption from undergoing Training under the earlier training structure / Modified Training Structure?

Exemption can only be claimed on the basis of working experience after passing the Final/Professional Programme Examination **under the earlier Training structure** on the basis of work experience as given below:

i) Three years working experience as an executive or four years as an assistant in a company having a paid up share capital of Rs.25 lacs or more to assess the eligibility for exemption from undergoing 12 months Management Training and partial exemption from undergoing Practical Training on case to case basis.

ii) two years working experience as an executive or three years as an assistant with a Company Secretary in Practice to assess the eligibility for exemption from undergoing 12 months Management Training and partial exemption from undergoing Practical Training on case to case bases.

iii) In order to avail total exemption under Regulation 48 & 51 a candidate should possess one year experience as an Assistant/Deputy Company Secretary or any other post higher thereto in the Secretarial Department in a company or body corporate having a paid up share capital and reserves of not less than Rs.25 lacs or any organization having gross fixed assets of not less than Rs.50 lacs including any Public Sector Undertaking, Autonomous body, Financial Institution or Bank, which in the opinion of the Council, provides scope for acquiring sufficient professional experience. Please note that 15 days Management Skills Orientation Program (previously SMTP) is compulsory.

Exemption can only be claimed on the basis of working experience after passing the Final/Professional Programme Examination **under the Modified Training structure** on the basis of work experience as given below:-

(i) One year experience as an Assistant Company Secretary or Deputy Company Secretary or any other post equivalent or higher thereto in the Secretarial Department; or (b) two years experience as a secretarial officer or executive or any other post equivalent or higher thereto; or (c) three years experience as an Assistant or any other post equivalent or higher thereto; in Secretarial Department in any company or body corporate having a paid up share capital of not less than Fifty lakhs rupees or turnover of not less than Ten crore rupees or in any public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience; or

- (ii) (a) Two years' experience as Secretarial Officer or Executive or any post equivalent; or (b) Three years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice or in a firm of Company Secretaries, which in the opinion of the Council provides the scope for acquiring sufficient professional experience; or
- (iii) (a) Two years' experience of continuous practice on a whole time basis as a Chartered Accountant or a Cost Accountant having carried out statutory or cost or internal audit or providing management consultancy services; or (b) Two years experience of continuous practice as an Advocate in a high court having rendered services as Counsel or Advisor to a Company having paid up shared capital and reserves of not less than fifty lakhs rupees or any organization having gross fixed assets of not less than one crore rupees, or in a public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience; or
- (iv) Has acquired practical experience equivalent to those specified under sub regulation (1) of this regulation in such professional institutions or abroad as may be recognized by the Council in this behalf on reciprocal basis.
- (V) Any person not falling in above mentioned criteria but claims to have acquired practical experience and undergone practical training, equivalent to those specified under these regulation .

20. What are the documents required to be submitted in order to claim exemption from undergoing training 15 months training under the earlier Training Structure or 1/2/3 years under the modified training structure ?

Following are the documents required to be submitted in order to claim exemption from undergoing training: -

- a. Application Form for Management /Apprenticeship/ Practical Training/ Exemption from undergoing Training. (ST-10)
- b. Experience Certificate (s) indicating exact designation, duration of service, salary drawn, job contents in brief duly signed by the appropriate authorized signatory of the employer organization. (With Date of Issue of certificate, Name & Designation of authorized signatory)
- c. Certified copy of Balance Sheet(s) in respect of the organization(s)
- d. Organization Chart indicating the position in the organizational hierarchy duly

certified by the authorized signatory of employer organization.

e. Salary slip for the beginning and last pay drawn from the organization(s)

f. Appointment letter from past/present employer.

QUERIES RELATED TO 03 MONTHS PRATICAL TRAINING (applicable in the earlier Training Structure)

21. How is 03 months Practical training different from 15 months Management Training?

Students who got exemption on the basis of working experience from undergoing 12 months or more training under various provisions of the Company Secretaries Regulations, 1982 (as amended from time to time) are required to undergo balance training of 03 months or less period in Administration/Secretarial/Finance & Accounts department for one month each is termed as Practical Training. While the students who neither claim nor been granted exemption from undergoing training are required to undergo 15 months Management Training.

22. Whether the 03 months Practical training can be undergone with any Company/Organization.

03 months Practical training can be undergone only with those Company/Organization which are registered with the Institute for imparting 03 months Practical training to the students.

23. What is the procedure for undergoing 03 months Practical training with a Company or other organsiation?

Candidate has to follow the procedure as given below:

i) A student has to submit an application with the Institute in prescribed training form specifically mentioning the name of the company or organization registered with the Institute for imparting 03 months Practical Training for issuance of sponsorship letter

ii) The Institute will issue sponsorship letter to the concerned company or organization for arranging the Practical training of the student with a copy to the student. Student can commence the training only on the basis of sponsorship letter issued by the Institute.

iii) The company or organization will intimate the date of commencement of the training of the student to the Institute for record.

iv) The company or organization will issue a training completion certificate on

completion of the training for record.

24. Whether the Practical training can be undergone with any Company Secretary in Practice.

03 months Practical training can be undergone with a Company Secretary in Practice who is registered with the Institute for imparting training to the students.

25. What is the procedure for undergoing 03 months Practical training with a Company Secretary in Practice?

Procedure for undergoing 03 months Practical Training with a Company Secretary in Practice is same as in the case of 15 month training with a variation with regard to the period of training.

**QUERIES RELATED TO 15 DAYS TRAINING WITH SPECIALIZED AGENCY
(applicable in the earlier Training Structure)**

26. Whether 15 days training to be undergone with any one specialized agency is compulsory?

Yes, the 15 days training with any one specialized agency is compulsory.

27. Which are the agencies where 15 days specialised training under regulation 50(b) can be undergone?

15 (working) days specialised training can be undergone with ROC, Stock Exchange, Financial or Banking Institutions, Management Consultancy Firms, Office of Official Liquidator, Ministry of Corporate Affairs, Commodity Stock Exchange, Company Law Board, broking firm or companies, Law firms, Universities (recognized by UGC), Merchant Bankers, Mutual Funds, Insurance Companies, SMEs, Industry Associations/ Chambers of Commerce, all Ministries, SEBI, IRDA, TRAI, CCI, Courts, Tribunals and other quasi-judicial bodies.

All these agencies have to be first registered with the Institute for imparting 15 days specialised training.

For registration, a duly signed request letter on letter head of the specialised agency along with supporting documents (such as balance sheet, certificate of registration from the competent authority, profile etc.) wherever applicable is required.

28. At what stage a student can undergo 15 days training with the specialized agency?

A Final /Professional Programme passed student after completing 15 months training (or exempted therefrom) can undergo 15 days training with any one of the prescribed specialized agency.

29. What is the procedure for undergoing 15 days training with any of the specialized agencies?

Student has to follow the procedure as below: -

i) Submit an application with the Institute for issuance of sponsorship letter for undergoing 15 days training specifically mentioning the name of the specialized agency along with a copy of Final/Professional Programme pass marksheets.

ii) The Institute will issue sponsorship letter to the concerned specialized agency for arranging the 15 days training with a copy to the student.

iii) After completion of 15 days training the concerned specialized agency will issue a 15 days training completion certificate which shall be submitted with the Institute for records.

QUERIES RELATED TO SIP/ EDP/ PDP (applicable in the earlier Training Structure)

30. What are the various training programme which a student is required to attend & complete in addition to MSOP?

(a) For students registered for Executive Programme course before 1st September,2009, following training programme are applicable : i. 5 days Training Orientation Programme (TOP) ii. 25 hours Academic Development Programme (ADP) iii. 15 days Secretarial Modular Training Programme (SMTP)

(b) For students registered for Executive Programme course on or after 01st September, 2009, the following Training Programmes :

- i. 7 days Student Induction Programme (SIP)
- ii. 8 days Executive Development Programme (EDP)
- iii. 25 hours Professional Development Programme (PDP)

31. Whether there is any facility to attend the SIP and EDP online.

Yes. Online SIP and EDP called as eSIP and eEDP respectively

is conducted by ICSI-CCGRT, Mumbai (Belapur) on regular basis.

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32. What is MSOP?

15 days Management Skills Orientation Programme (MSOP) is conducted by CCGRT, Regional Councils and designated Chapters on regular basis.

33. At which places MSOP are conducted?

MSOP are conducted at all the Four Regional offices and Chapters upto A Grade.

34. Whether there is a facility of residential MSOP? If yes, then where?

Yes. Residential MSOP is conducted by CCGRT, Mumbai (Belapur) on regular basis.

35. Is there any provision for getting exemption from undergoing MSOPs?
Presently, there is no provision for claiming exemption from undergoing MSOPs.

QUERIES RELATED TO OTHER REQUIRMENTS TO BE COMPLETED WHILE UNDERGOING TRAINING

36. During Training period, what are the other documents/ requirements which trainees need to submit/comply?

During training period, a trainee has to submit the following documents/ comply with the following requirements:-

- i. To submit Quarterly Report in prescribed format on completion of every quarter.
- iii. To prepare a Project Report on any one of the prescribed Topics in last quarter and submit it along with Training Completion Certificate on completion of training.

