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)

Prospectus 2015-2018

ANNOUNCES

Integrated Company Secretary Course

A Knowledge initiative for Developing Well Rounded Governance Professionals

CENTRE FOR CORPORATE GOVERNANCE, RESEARCH AND TRAINING (CCGRT)
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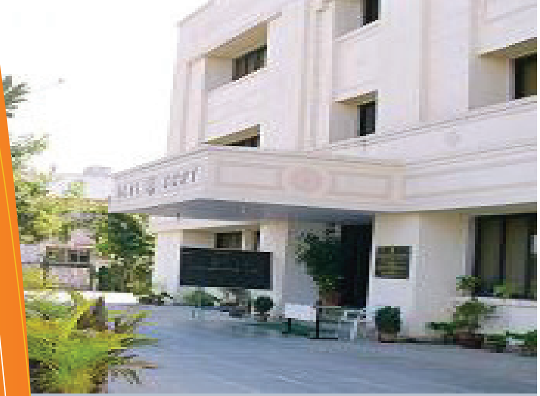

CCGRT

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. For more details, please visit us at: www.icsi.edu/ccgrt.

Chief Executive & Officiating Secretary's 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 Secretary Course.

This Course would be delivered at CCGRT, Belapur, 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 Secretary course, thereby making them eligible to be the members of the Institute of Company Secretaries of India but also build their leadership, people and soft skills enabling them to be the governance leaders of tomorrow.

Dean's Message

The only constant thing in today's economic environment is change. One who do not embrace it will perish. Constant innovation, moving towards better governance, focusing on the interests of stakeholders, especially, the three critical Ps', People; Planet and Profit are of utmost importance. Moreover, various economic crisis that have hit the globe at different times, whether in the form of Asian Financial Crisis, Global Economic Turmoil and Eurozone Crisis etc. have taught us clearly that a robust business model is a necessity and not a choice. In view of this, it becomes necessary to ponder over certain key points: Who will be the framers of the robust business model? What points needed to be borne in mind while formulating a robust business model? Risk factors to be considered; Feasibility of the model and so on and so forth. Now whatever may be the industry, it is the 'Governance Professional', that is Company Secretaries, who are going to play a pivotal role in ensuring smooth functioning of the organization, thereby taking it on a growth trajectory.

Today, a Company Secretary holds an important position in corporate, as his contours of responsibilities have enlarged. Apart from acting as a bridge between the Board and the various stakeholders, he take care of various other essential duties, like, endorsing legal requirements, responding to board correspondences, communicating with various officials etc.

Keeping in view the soaring significance of Company Secretary, ICSI-CCGRT has started with Integrated Company Secretary Course to groom the 'Governance Professionals in Making', for tomorrow's business challenges and ever changing economic environment by adopting a holistic learning approach.

I welcome the young, energetic and creative minds to our course and wish that everyone attains excellence in their endeavours.

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 Secretary 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 key 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

Objective of the Course

To develop well rounded niche governance professionals under one roof

Scope

1. Entire Company Secretary 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

Duration of the Course

Three years *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).

Eligibility

A candidate should fulfill the following eligibility requirements:

1. Less than 26 years as on July 01, 2015
2. Graduate with 50% Marks

   Or

   Passed Foundation Program conducted by ICSI, ICAI (CPT) or ICoAI.

Selection Process

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 Interview

On the basis of the performance in the Online Entrance Examination or scores of Recognized tests, whichever is applicable, and Group discussions and 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.)

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.

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 organizational situations, professional dilemmas etc. to enable them to develop holistic perspective towards decision making and governance.

*Assuming that a Student Passes the Scheduled Examination of Company Secretaries of India in the first attempt

Course Curriculum

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

Executive Programme (7 Papers)	Professional Programme (9 Papers)
MODULE 1	**MODULE 1**
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	
MODULE 2	**MODULE 2**
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
	MODULE 3
	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

The detailed course curriculam is available at the following link: http://www.icsi.edu/webmodules/student/syllebus2013.pdf

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.

Internship

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

Placement

CCGRT would provide placement assistance for the students of this course.

**Coaching in electives is subject to minimum number of students

Proposed Timelines

Sr. No.	Particulars	Date
1	Availability of Online Application Form	25th March 2015
2	Closing Date for Submission of Online Application Form	25th April 2015
3	Online Entrance Test	2nd May 2015
4	Declaration of Result	13th May, 2015
5	Group Discussion and Personal Interview	23rd and 24th May, 2015
6	Offer of Admission	5th June, 2015
7	Last date for payment of fees	15th June 2015
8	Offer for Admission to waitlisted candidates	22nd June 2015
9	Last date of Admission (For Waitlisted Candidates)	26th June 2015
10	Commencement of the Programme	01st July 2015

Academic Calender

1st Year	**1st Semester**	**1st July, 2015 to 31st Dec 2015**
	Internal 1st Mid Term Evaluation	December, 2015
	2nd Semester	01st January 2016 to 30th Apr 2016
	Internal 2nd Mid Term Evaluation	April 2016
	Internal Pre Final Examination	May 2016
	Executive Course Examination conducted by ICSI	June 2016
	Short term Break	July 2016
2nd Year	**3rd Semester**	**01st Aug 2016 to 31st Dec 2016**
	Internal 3rd Mid Term Evaluation	December, 2016
	4th Semester	01st Jan 2017 to 30th Apr 2017
	Internal 4th Mid Term Evaluation	Apr 2017
	Internal Pre Final Examination	May 2017
	Professional Course Examination conducted by ICSI	June 2017
	Short term break	July 2017
3rd Year	**Internship/Practical Training**	**01st Sep 2017 to 31st Aug 2018**

Admission

Online admission form will be available from 25th March 2015 to 25th April 2015. Online Entrance Test will be held on Saturday, 02 May 2015.

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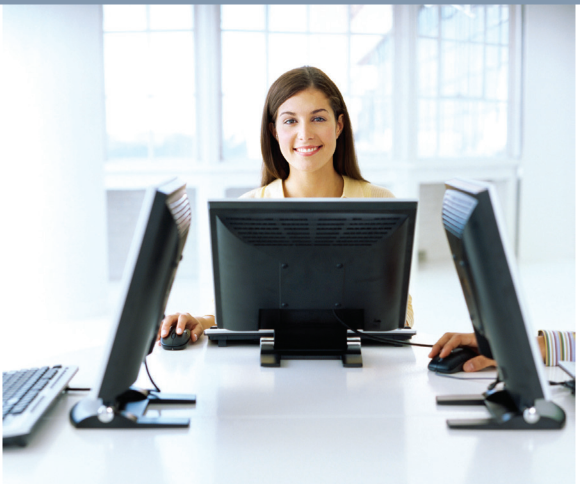

Brief about the Profession of Company Secretaries

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.