

CS Foundation Course

(e-bulletin for Foundation Programme Students)



THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

JULY 2021

Message from the President



*"There is no wealth like knowledge, no poverty like ignorance."
- Gautam Buddha*

Dear Students,

With the date of 15th June being marked in the pages of history as PCS day, while the month of June was a day of celebration for our members, the month of July, as you all are aware is marked by month long celebrations, all under the ambit of Student Month. The *raison d'être* behind the same has always been consistent – 'holistic development of students rendering them capable of becoming competent and skilful professionals'.

The month which is marked by not only mentally stimulating activities also includes social awareness initiatives and various other fun-filled events thus providing ample opportunity to develop communications skills and the overall personality of our students to become future social change agents. Akin to the past years, this year too, the celebrations of the Student Month have commenced with the Plantation drive (Van Mahotsav) and Blood Donation Camps and the

photographs shared by the Chapters have quite been heartening. With the journey towards attaining and achieving still on, most of the events are being conducted through online mode ensuring the compliance of physical & social distancing norms but being strongly together as one organisation, one institution.

That said, with the June 2021 session postponed to August, the Company Secretaryship Examinations are just around the corner. Not only are they an opportunity to land up on the next step of the professional journey, but to me, they come across as the perfect reason to jolt us of the times gone by reminding us of the expectations of the nation from us as future governance professionals and to put in our best efforts towards achievement of our goals intended.

Friends, it goes without saying that the attainment of knowledge, at any juncture, has to be undertaken with the sole aim of gaining intellectual prowess and wisdom for it is knowledge, which while playing the role of a lighthouse, shall guide us in determining the appropriate path and ascertaining the best practices to be embraced in our professional and personal lives.

My best wishes to all of you !!!

With warm regards,

(CS Nagendra D. Rao)

President

The Institute of Company Secretaries of India



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ICSI is organising STUDENT MONTH 2021 (1st July to 31st July 2021)

To participate, please contact your nearest Regional/Chapter office at
<https://www.icsi.edu/contact-us/phone-directory/>

Attractions

- Opportunity to participate in various events
- Challenging activities
- Will facilitate Personality Development
- Chance to interact with the Institute and your fellow students
- Various Competitions
- Chance to participate in social awareness initiatives
- Fun filled events
- Development of Communication skills
- Practical Experience

Unique opportunity for the students of ICSI to participate in various events.

Activities for Student Month July 2021 –PAN INDIA (1st July to 31st July 2021)

S.no	Activities	Date
1	Van Mahotsav and Blood Donation Camps	1st July
2	Online Session on " life skills"	2nd July
3	Power Point Competition -(Topic : Employees welfare schemes in the Industry	5th July
4	Webcast for students on any Academic topic	6th July
5	Faculty induction Programme	7th July
5	Activation of Online Class Room Teaching on pan India basis from 8th July, 2021 for December 2021 session of examination	8th July
7	Online Communication / Soft skills development Programme for students	9th July
8	World Population Day- Debate Competition - Population growth is a Boon or Bane"	11th July or 12th July
8	Launch of special online initiatives for students like Mock tests, Crash Course, Revision classes, Special classes for non-commerce students , Classes of specific subjects	12th July to 16 th July
9	International Justice Day- Moot Court Competitions	17th July , 18th or 19th
10	Zero Grievance Day	19th July
9	Celebration of Career Awareness Week on pan India basis at all offices and study centres (Online CAPs to be conducted)	20th July to 24th July
10	Kargil Victory day- Essay writing competition (How to deal with conflict in workplace in context of armed forces)	26th July
11	Swachh Bharat Abhiyan	27th July
12	Video bytes Competition - Topic : How do leadership skills improve Professional Performance	28th July
13	Student Registration Day	29th July
14	Online Mock interview for the students who are eligible for training	30th-31st July



CS NAGENDRA D. RAO
PRESIDENT, THE ICSI

CS DEVENDRA V. DESHPANDE
VICE-PRESIDENT, THE ICSI



Online Helpdesk : <http://support.icsi.edu>

Academic Guidance

MONOPOLISTIC COMPETITION - OVERVIEW AND ITS SCENARIO*

Introduction

As we know that there are various forms of market competition, like monopoly, monopolistic competition, perfect competition, oligopoly, duopoly etc. In June 2021 issue of Foundation Programme e-bulletin, we discussed about monopoly form of market competition. In this issue, we will discuss another form of market competition, i.e., monopolistic competition.

Monopolistic competition characterizes an industry in which many firms offer products or services that are similar, but not perfect substitutes. Barriers to entry and exit in a monopolistic competitive industry are low, and the decisions of any one firm do not directly affect those of its competitors. Monopolistic competition is closely related to the business strategy of brand differentiation.

The key facets of monopolistic competition may be enlisted as under:

- i) Monopolistic competition occurs when an industry has many firms offering products that are similar but not identical.
- ii) Unlike a monopoly, these firms have little power to set curtail supply or raise prices to increase profits.
- iii) Firms in monopolistic competition typically try to differentiate their products in order to achieve above market returns.
- iv) Heavy advertising and marketing is common among firms in monopolistic competition and some economists criticize this as wasteful.

Merits of Monopolistic Competition

- i) Differentiated products, this means more choice for consumers.
- ii) Firms have incentives to innovate, produce higher quality products, look for more efficient ways of production so that it may assist in lowering the prices of the products.
- iii) Usually there is a high level of advertising in monopolistic competition; this provides consumers with information and hence, lowers search costs.
- iv) Creates employment in marketing jobs to great extent.

Demerits of Monopolistic Competition

Neither technically nor allocatively efficient and this leads to deadweight welfare loss, i.e., the primary economic problem of allocating resources in the most efficient way is not solved.

Resources are quite often wasted on packaging

* Dr. Akinchan Buddhodev Sinha, Deputy Director, The ICSI.

Views expressed in the Article are the sole expression of the Author and may not express the views of the Institute.

Since, there are large number of firms in the monopolistic competition, it implies that there is limited access to economies of scale.

Large number of firms in monopolistic competition may result into too much choice for consumers leading to chaos and higher search costs.

At times advertising may mislead consumers. Further, advertisements involve incurring of huge expenses which in turn may increase the prices of the products.

In monopolistic competition, a seller may not earn abnormal profits and there may be limited innovation and investments in research and development (R&D).

Scenario of Monopolistic Competition

Having discussed about the concept, key facets of monopolistic competition, merits and demerits of monopolistic competition it would be of huge academic interests to know the existence of monopolistic competition through the following interesting examples :

Example 1 – Fast Food Company

The Fast Food companies like McDonald and Burger King who sell burgers in the market are the most common type of examples of monopolistic competition. The two companies mentioned above sell almost similar type of products but are not the substitute of each other. Now which product the particular consumer likes the most and of which company totally depends on him. Apart from the burger, other products are also sold by these companies like French fries, soft drinks, etc. All these products of the mentioned companies are of similar nature but there is no congruency between the products sold by the two as each one has a slightly different shape and taste. This is the monopolistic competition.

Example 2 – Hairdresser

The service provided by the hairdressers in the market provides one of the most famous types of the example of the monopolistic competition. There are certainly lots of hairdressers and each of the hairdressers has a slightly different type of skill and thus each one of them sells a slightly differentiated product to the consumer in the market. Also, they have different premises situated in a different location where they provide the services. These things differentiate the product in the eyes of the consumers. The hairdresser service is not the big chain industry and thus keeps them away from the more oligopolistic market structure.

The prices offered by the hairdresser will depend on the services offered by them and its uniqueness. If the particular hairdresser is known for providing best services in the particular market then it can increase the prices of its services as they know that consumers can pay slightly more amount of money for their superior services. The uniqueness gives the power to charge more amounts. Thus it is the service that gives reputation to the firms for the quality they are offering. Also relatively there is a low barrier for exit and entry for setting up a new hairdresser shop which is one of the important features of the monopolistic structure.

Example 3 – Bakery Shop

There are certainly a lot of bakeries in any town and each one of them sells a slightly differentiated product to the consumer in the market. But if in a particular area of the town there exists only one bakery, then it can demand a slightly higher amount of price for its products. The firms under monopolistic competition with their ability can gain a greater degree of market share due to which it can increase the prices of its products.

Apart from the above if any particular bakery is known for providing the best pastries and pies in the town then it can increase the prices for their pastries and pies as they know that consumers can pay slightly more amount of money for their superior product. This is the establishment of brand name and loyalty. Also relatively there is a low barrier for exit and entry for setting up a new bakery shop which is one of the important features of the monopolistic structure.

Example 4 – Running Shoes Market

There are a number of brands, if one is searching for running shoes like Adidas, ASICS, Nike, etc. The market of the running shoes seems to be in full competition on the one hand as there are many brands present competing with each other as there are low barriers to entry and exit. However market of the running shoes seems to be under the monopolistic structure on the other hand because the uniqueness which each of the brands of shoe offers gives them the power to charge the price which is different from the other competitors. The companies can increase some of the features in their product and charge the consumer accordingly for the new feature. If the consumer finds the new feature worth for its price then he would buy it otherwise not.

Example 5 – Restaurants

One can see that there are many restaurants in any town and each one of them competes on the quality of food and prices of the product offered in the market. In every area, it can be seen that some restaurant charges \$ 50 for one product and for the same product another restaurant is charging \$ 80. The price of the product of the restaurant depends on many of the factors such as the quality of the food, place of the restaurant, other services they are offering to the consumers, etc. This is the product differentiation among the different restaurants which is the key element of any business. These products offered are similar in nature but are not a substitute for each other. Also, there is a low barrier in setting up of new restaurant and exiting from it which is also an important feature of the monopolistic structure.

Conclusion

It may be concluded that monopolistic competition is a form of imperfect competition which is observed in numerous markets of the world. From the examples, we can see that in various sectors there is existence of monopolistic competition across the globe. Monopolistic competition makes the market competitive which is beneficial for the consumers as it help them in increasing their bargaining power. But as mentioned that when a person is given too many choices then he may tend to get confused as to which product, he should go for in view of quality, price and usage. However, despite merits and demerits of monopolistic competition, it largely prevails in the business markets.

Reference

1. <https://www.investopedia.com/terms/m/monopolisticmarket.asp>
2. "Monopolistic Competition Examples", Accessed from <https://www.educba.com/monopolistic-competition-examples/>
3. <http://ibeconomist.com/revision/evaluation-of-monopolistic-competition-market-structure-evaluation/>

Examination

1. COMPUTER BASED EXAMINATION (CBE), JUNE - 2021

The next Computer Based Examination for Foundation Programme scheduled in June, 2021 will now be held on **Friday, the 13th August, 2021 and Saturday, the 14th August, 2021** as per the following Examination Time-Table:

<i>Day and Date of Examination</i>	<i>Subjects</i>		<i>BatchNo.</i>	<i>Examination Timings</i>	
				<i>From</i>	<i>To</i>
Friday, 13th August, 2021	Paper -1	Business Environment and Law	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-2	<u>AND</u> Business Management, Ethics and Entrepreneurship	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.
Saturday 14th August, 2021	Paper-3	Business Economics	I	9.30 A.M.	11.00 A.M.
			II	12.00 Noon	1.30 P.M.
	Paper-4	<u>AND</u> Fundamentals of Accounting and Auditing	III	2.30 P.M.	4.00 P.M.
			IV	5.00 P.M.	6.30 P.M.

2. EXAMINATION CENTRES FOR COMPUTER BASED EXAMINATION–JUNE, 2021

The Computer Based Examination for Foundation Programme scheduled in June, 2021 shall be conducted at 150 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Aligarh, 7. Alwar, 8. Ambala, 9. Amravati, 10. Amritsar, 11. Asansol, 12. Aurangabad, 13. Ballary, 14. Bengaluru, 15. Bareilly, 16. Beawar, 17. Belgavi, 18. Bhagalpur, 19. Bhayander, 20. Bhilai, 21. Bhilwara, 22. Bhopal, 23. Bhubaneswar, 24. Bhiwani, 25. Bikaner, 26. Bilaspur, 27. Bokaro, 28. Chandigarh, 29. Chandrapur, 30. Chennai, 31. Chittorgarh, 32. Coimbatore, 33. Dehradun, 34. Delhi (East), 35. Delhi (North), 36. Delhi (South), 37. Delhi (West), 38. Dewas, 39. Dhanbad, 40. Dhar, 41. Durgapur, 42. Ernakulam, 43. Erode, 44. Faridabad, 45. Gandhidham, 46. Gandhinagar, 47. Ghaziabad, 48. Gorakhpur, 49. Guntur-Amaravati, 50. Gurugram, 51. Guwahati, 52. Gwalior, 53. Hisar, 54. Hooghly, 55. Howrah, 56. Hubli-Dharwad, 57. Hyderabad, 58. Imphal, 59. Indore, 60. Jabalpur, 61. Jaipur, 62. Jalandhar, 63. Jalgaon, 64. Jammu, 65. Jamnagar, 66. Jamshedpur, 67. Jhansi, 68. Jhunjhunu, 69. Jodhpur, 70. Kanchipuram, 71. Kanpur, 72. Kannur, 73. Karnal, 74. Katni, 75. Kolhapur, 76. Kolkata (North), 77. Kolkata (South), 78. Kollam, 79. Kota, 80. Kottayam, 81. Kozhikode, 82. Latur, 83. Lucknow, 84. Ludhiana, 85. Madurai, 86. Mangaluru, 87. Mathura, 88. Meerut, 89. Modi Nagar, 90. Moradabad, 91. Mumbai (CG), 92. Mumbai (GTK), 93. Mumbai (JOG), 94. Muzaffarnagar, 95. Mysuru, 96. Nagpur, 97. Nanded, 98. Nashik, 99. Navi Mumbai, 100. Nellore, 101. Noida, 102. Palakkad, 103. Pali, 104. Panaji, 105. Panipat, 106. Patiala, 107. Patna, 108. Pimpri-Chinchwad, 109. Port Blair, 110. Prayagraj, 111. Puducherry, 112. Pune, 113. Raipur, 114. Rajkot, 115. Ranchi, 116. Ratlam, 117. Rewari, 118. Rohtak, 119. Rourkela, 120. Sagar, 121. Salem, 122. Sambalpur, 123. Satara, 124. Shimla, 125. Sikar, 126. Siliguri, 127. Sirsi, 128. Solapur, 129. Sonapat, 130. Srinagar, 131. Surat, 132. Surendranagar, 133. Thane, 134. Thiruvananthapuram, 135. Thrissur, 136. Tiruchirapalli, 137. Tirunelveli, 138. Tiruppur, 139. Tumkur, 140. Udaipur, 141. Udupi, 142. Ujjain, 143. Vadodara, 144. Valsad, 145. Vapi, 146. Varanasi, 147. Vijayawada, 148. Visakhapatnam, 149. Yamuna Nagar and 150. Overseas Centre — Dubai.

NOTES:

1. *Modi Nagar (Uttar Pradesh) Bhiwani (Haryana), Nellore (Andhra Pradesh), Kannur (Kerala), Kollam (Kerala), Sirsi (Karnataka), Udupi (Karnataka), Erode (Tamil Nadu), Kanchipuram (Tamil Nadu), Tiruppur (Tamil Nadu), Valsad (Gujarat), Dewas (Madhya Pradesh), Dhar (Madhya Pradesh), Katni (Madhya Pradesh), Ratlam (Madhya Pradesh) & Chandrapur (Maharashtra) are on ad-hoc basis in view of COVID-19 pandemic.*
2. *The Institute reserves the right to withdraw any centre at any stage without assigning any reason.*
3. *Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.*

3. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN CS EXAMINATIONS - JUNE, 2021

Any physically disabled/challenged candidate having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing in Company Secretaries Examination is requested to submit a separate application in the prescribed format as specified below in addition to submitting his/her online enrolment application for appearing in the examination together with the attested photocopies of following documents and with full size photograph showing the disability:

- (i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and
- (ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.

Physically disabled candidates who had been granted facility of writer's help/extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of above stated documents and full size photographs.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., the candidates are not eligible to seek any concession or assistance of writer and/or extra time.

The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of examination:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
'ICSI HOUSE', C-37, Sector 62, Institutional Area,
NOIDA – 201 309 (U.P.)

Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates 8-10 days before the commencement of each examination after the issue of Admit Cards/Roll Number.

For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed applications form for availing the facility of writer's help and/or grant of extra time can be downloaded from the website of the Institute: www.icsi.edu at the URL given below:

https://www.icsi.edu/webmodules/Scribe_form.pdf

4. INSTRUCTIONS TO EXAMINEES

COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME

JUNE, 2021

COMPUTER BASED EXAMINATION FOR CS FOUNDATION PROGRAMME WOULD BE HELD ON 13TH AND 14TH AUGUST, 2021 AS PER TIMING GIVEN IN THE ADMIT CARD. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND STRICTLY FOLLOW THEM WHILE APPEARING IN THE EXAMINATION

PART-A : GENERAL INSTRUCTIONS

1. Immediately after taking the print-out of the Admit Card from the website of the Institute www.icsi.edu, every candidate is advised to verify all the details *mentioned in his/her Admit Card, i.e., his/her Name, Photograph, Signature, Admission Number, Name and Address of the Examination Centre, Date and Timing of Examination, etc.* In case of any discrepancy, the same must be brought to the notice of the Institute immediately at our support portal <http://support.icsi.edu>.
2. Candidates should carry with them (i) Admit Card and (ii) Student Identity Card to the Examination Centre every day for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.
3. The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall/Room and while taking candidate's signature on the Attendance Sheet. Accordingly, each candidate must show his/her Admit Card and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.
4. Candidates are advised to ensure that they are in possession of a valid Identity Card as downloaded from their individual online accounts at www.smash.icsi.in duly attested by the authorized official(s) of the Institute. In case, due to any reason, the photograph and signature of the student are not available in the downloaded Identity Card, the candidates should affix his/her photograph and put the signature on the downloaded Identity Card and get it attested by Gazetted Officer/Member of ICSI/Principal of Recognized School/Manager of Nationalised Bank. For any reason, if some of the candidates are not holding the Identity Card due to technical/ practical problems, they may bring any other Photo Identity Card issued by the Government Departments viz. Passport, Driving Licence, PAN Card, UID Aadhaar Card, Voter Card, etc. to establish their identity *vis-à-vis* the particulars appearing in the Enrollment Details/Attendance Sheet. Besides Student Identity Card/other documents specified above as identification proof, the candidates should also bring one identical photograph and hand over the same to the Superintendent of Examination Centre for affixing on the Attendance Sheet.
5. Provisionally admitted students of Foundation Programme were required to regularize their admission by submitting proof of passing 10+2 Examinations within six months from the date of registration. Candidates who have not complied with the requirements are not eligible to appear in the examination.
6. Candidates are advised to visit the venue of the examination centre beforehand to know about the exact location so as to avoid any inconvenience on the day of the examination.

7. Candidates are required to report at the Examination centre **60 (sixty) minutes** before the time specified for the commencement of each examination. The candidates will be allowed to enter the examination hall in systematic manner (one candidate at a time) after due screening and procedure and occupy their allotted seats in the Examination Hall.
8. The candidates should leave for the examination centre well before the stipulated time keeping in view the weather, traffic conditions, etc. No candidate shall be allowed to enter the Examination Hall after the completion of 15 minutes of the commencement of examination and no candidate shall be permitted to leave the Examination Hall until the expiry of 45 minutes of the commencement of the examination.
9. **If request for providing extra time or a scribe/writer is received by the Superintendent of Examination directly from any physically disabled/challenged candidate, the same should not be granted unless a special written sanction in each individual case has been granted by the Institute and advance intimation has been received by the centre Superintendent.**
10. In case before the examination or during the currency of examination, any situation arises, due to which special seating arrangement is required to be made on medical grounds, such candidate may submit his/her application to Joint Secretary, Directorate of Examinations along with copies of supporting documents in support of his /her request through e-mail /Speed post for consideration. No facility including special seating arrangement will be granted to the candidates without permission from the Institute.
11. Personal belongings including mobile phones are not allowed inside the examination Hall/Room. **Candidates are advised not to bring valuable personal belongings to the examination venue and the Institute or examination centre shall not be responsible for arranging safe keeping of the item(s) brought to the examination centre or in case they are lost, damaged or stolen. No correspondence shall be entertained by the Institute in this regard.**
12. There will be 50 Multiple Choice Questions (MCQ's) of 2 marks each in each paper and the candidates shall be given 90 minutes for appearing in both the papers on each day (45 minutes in case of exemption in one of the papers).
13. The question papers will be displayed on the Computer Screen both in English and Hindi language except for *Business Management, Ethics and Entrepreneurship* paper for which questions will be displayed in English only. In case of any doubt or discrepancy in Hindi language, the English version of the questions shall prevail.
14. Each student will be appearing for two test sessions, i.e. one test session on each day in the same timing.
15. Candidates must sign the Attendance Sheet on each day for which they are appearing and after conclusion of examination, obtain signature of the Invigilator on the Admit Card. In no case a candidate should leave the Examination Hall without signing the Attendance Sheet. **Any appearance without the candidate's signature in the Attendance Sheet shall be treated as absent.**
16. Candidates are allowed to use their own battery operated, noiseless and cordless ordinary calculator with not more than 6 functions, 12 digits and 2 memories. Use of programmable, scientific or printing model of calculators or calculators not conforming to above

specifications shall not be permitted. Borrowing, lending or exchanging of calculators or any other item/material with other candidate(s) shall not be permitted in the Examination Hall.

17. **Candidates are not required to appear in the paper(s) in which they have been granted paper-wise exemption as shown in the Admit Card as well as the Attendance Sheet. The exemption(s) as appearing in the Admit Card should match with the exemption(s) as shown in the Attendance Sheet.** In case of any discrepancy in regard to paper-wise exemption(s) shown in the Admit Card and/or any mismatch with the exemption(s) as appearing in the Attendance Sheet, it should immediately be brought to the notice of the Superintendent of Examination Centre and the Directorate of Student Services of the Institute in writing at our support portal <http://support.icsi.edu>.
18. Every candidate is compulsorily required to appear in all the subjects /Paper(s) for which he/she had enrolled. In case any candidate remains absent in any subject(s)/Paper(s) due to any reason, whatsoever, he/she shall be summarily declared fail. However, in case a candidate who has been granted exemption in any one subject i.e., Paper 1 or 2 (on first day i.e., 13th August, 2021) or Paper 3 or 4 (on second day i.e., 14th August, 2021) as the case may be, he/she is required to answer only those questions in the relevant subject/paper in which he/she is enrolled and leave the examination hall on the expiry of 45 minutes of the commencement of the examination, after submitting the Exam by clicking “Finish” button. In case a candidate has been granted exemption in Paper 1 and 2 (first day) or Paper 3 and 4 (second day), he/she is required to appear only in the relevant subjects (Paper 3 and 4 or Paper 1 and 2 as the case may be), for which he/she is enrolled.
19. Candidates are required to secure a minimum of 40% marks in each paper, i.e. Paper- 1, Paper-2, Paper-3 and Paper-4 separately as the case may be, and 50% marks in aggregate of all papers put together for passing the Foundation Programme Examination. **There will be no negative marking for wrong answers.**
20. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programmable Calculator, Blue Tooth, Laptop, Palmtop, Smart Watch, Health Band, Watch Alarms or any other electronic device or gadget in the Examination Room/Hall/Premises. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall/Room/Premises, he/she would be searched/ frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.
21. Candidates should refrain themselves from spreading rumours and hosting any kind of material including examination on social media websites like WhatsApp, Instagram, Facebook, YouTube, Twitter, etc. Any suspicious activity observed /rumours being spread, should be immediately brought to the notice of Joint Secretary (Examinations)/Centre Superintendent of nearby examination centre.
22. Any candidate attempting to copy or found copying or referring to or found in possession of any printed/handwritten material, notes, books, mobile phone or any electronic device etc., or helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination hall will be treated as adoption of unfair means in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall/Room or in the corridor/toilet within the premises of examination centre during the course of examinations shall be dealt with severely and

punished sternly for adoption of unfair means under the rules and regulations of the Institute.

23. The Superintendent of Examination is authorized to expel a candidate from the Examination Hall/Room if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threaten or blackmail any person connected with conduct of examination or attempted to copy examination questions and/ or examination responses (in any format) from the Examination Centre, etc. A candidate so expelled must, before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she may not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country and the particulars of such candidates will be suitably notified in the Institute's official bulletin.
24. Candidates' eligibility to appear in the CS Foundation Programme Examination shall be subject to the provisions of the Company Secretaries Regulations, 1982 as in force.

PART-B : SPECIAL INSTRUCTIONS DUE TO COVID -19 PANDEMIC

In view of the prevailing situation in the country due to COVID-19, candidates appearing in the examination are advised to follow the below given instructions strictly (in addition to the general instructions given above), for their safety and to prevent the spread of virus infection in and around the examination halls/premises:

1. All candidates must ensure before reaching the examination centre that they do not have any symptoms or suffering from COVID-19.
2. Candidates should not come to the examination centre for writing the examination, if he/ she is tested COVID-19 positive whether symptomatic or asymptomatic or having any of the symptoms like fever, cough, sneezing, breathing problem, headache, running nose, chest congestion, sore throat etc., during the last 10 days or under self-isolation or quarantine or returned from any foreign country within the last 14 days of the examination.
3. Self-Declaration by the candidates regarding health status is required to be downloaded along with the Admit Card. Candidates have to take the print out of the "Self-Declaration Form" and fill the same carefully. The signed copy of the "Self-Declaration Form" shall be submitted by the candidates to the Superintendent of Examination Centre on the first day of Examination.
4. Candidates should maintain proper social distancing from each other while entering and leaving the examination premises and in the examination hall during the conduct of examination.
5. Candidates should mandatorily wear face mask covering the mouth and nose throughout the course of examination.

6. Candidates will be allowed to enter the examination hall in a systematic manner (one candidate at a time) **60 minutes** before the commencement of the examination.
7. Candidates shall be allowed to enter the examination premises only after thermal screening.
8. Candidates should carry with them exam related documents (i.e., Admit Card, Identity Card) and stationary items etc. as instructed.
9. Candidates shall be provided with hand sanitizer to clean their hands before entering the examination premises/ hall and also while leaving the examination premises.
10. Besides wearing face mask, candidates can carry their own small transparent bottle of drinking water and hand sanitizer in the examination hall for personal use during the examination. Sharing of personal belongings shall not be allowed.
11. Candidates shall remove the mask only at the time of their personal identification and signing of the attendance register.
12. Seating arrangement of the candidates for each day of examination shall be displayed at the notice board near the entrance of the examination centre to enable the candidates to locate their examination room/hall easily.
13. Candidates shall ensure that they reach the examination centre well in time. Candidates should not stand in groups outside and inside the centre premises either before or after the conclusion of examination and follow social distancing norms.
14. Candidates should maintain proper hygiene and not to spit anywhere in the examination premises.
15. Candidates after using the wash rooms, should sanitize or wash their hands with sanitizer/ soap or liquid soap made available by the centre inside the wash rooms.
16. Candidates should strictly follow the instructions given by the officials of the examination centre to avoid any inconvenience/confusion/difficulty at the examination centre.
17. In case any candidate feels unwell or any difficulty, he/she should immediately report the same to the invigilator/centre superintendent.
18. On completion of the examination, the candidates will be permitted to move out in systematic manner (one candidate at a time). Please wait for instructions from invigilator and do not get up from your seat until advised.
19. All candidates are advised to co-operate with the examination functionaries for adherence to the COVID-19 and other guidelines during conduct of examination.

PART- C : OPERATING INSTRUCTIONS

I. Attempting the Examination

1. Upon Invigilator's instruction, click on the **"APPEAR"** button to access the Instruction Sheet. In case of any doubt or question about functioning of the Exam Window, candidates may seek advice/guidance from the Invigilator on duty before the commencement of examination. No query/ies shall be entertained after the commencement of examination.
2. Do not close the Exam Window or try to restart the system at the Examination Centre.

3. Each question is followed by four alternative answer marked as A, B, C and D. The candidate shall choose the most appropriate answer to each question and mark the same through click of mouse against the appropriate answer. Chosen answer will be highlighted and shall automatically be saved. The questions may be answered in any order within the stipulated examination time.
4. Candidates can make changes in their answer already chosen/marked by simply clicking the other answer option of their choice at any time before conclusion of examination or before clicking “**FINISH**” Button.
5. Candidates shall not click “**DONE**” button followed by three warnings with “**FINISH**” button until they have completed all the questions, **i.e., 100 questions for both the papers (50 questions in case of exemption in one paper)** of their examination. The examination shall not re-start once “**FINISH**” button is clicked.
6. Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the Exam Window for the remaining time available to a candidate for the Examination.
7. Before conclusion of examination, the candidates can use the “Bookmark” option by clicking on “BOOKMARK” button, if they wish to review or revisit the question later. However, the book mark button shall not capture or save the answers.
8. In case of restarting /shut down of computer due to technical reasons, immediately report the same to the Invigilator on duty. Answers already marked and time of the examination will be saved and the candidate will be able to resume the examination from the exact point that last appeared before him/her.
9. If any candidate wishes to take a bio break, he/she can do so after 30 minutes of commencement of the examination. However, the timer on the Exam Computer would continue to tick and the candidate would not be given any additional time to compensate for the time lost during the bio break. Hence, the candidates in their own interest may limit their bio-breaks to the minimum to avoid any loss of time.

II. Working on Examination Window

1. APPEAR → CLICK → Display of Exam Window
2. Only one question will be displayed on the Exam Window at a time.
3. Candidates can mark their choice of answer by placing cursor on any one of the four alternative answers to each question and clicking through mouse thereat. Chosen answer option will be highlighted.
4. Candidates can change their answer to any question by clicking at the new answer option (Radio Button) before “**FINISH**” of the examination.
5. Candidates can answer question in any order and can navigate between questions either by clicking on “Previous”/ “Next” button or by directly clicking on the question numbers which are displayed in the Paper-wise Summary panel available on the left side of the Exam Window.
6. Every particular question answered by the candidate will be displayed in **GREEN** colour on the Summary Panel. The questions that are not attempted and not bookmarked for review will be displayed without any colour. Questions Attempted and Bookmarked for review will

be highlighted in **BLUE** and those which are not attempted but Bookmarked for Review will be displayed in **RED**.

III. Examination Submission

1. **“DONE”** button shall be clicked by the candidates only when they have answered all the questions of their examination and intend to submit the exam. The **“DONE”** button will be visible at the Right Hand Bottom Corner of the Exam Window and the same will only be enabled after 45 minutes of the commencement of Examination.
2. After completion of the examination, candidates can click **“DONE”** button followed by three warnings with **“FINISH”** button to submit the examination. After conclusion of examination timing, system will automatically save, finish and submit the examination.
3. No candidate shall be permitted to leave the examination Hall/Room/Lab **until the expiry of 45 minutes** after commencement of the examination.
4. In case any candidate wrongly clicks the **“DONE”** button, warning screens will be displayed; and he/she can return to the question paper by clicking **“Go to Examination”**. There are three such warnings – **WARNING-1, WARNING-2 and WARNING-3** with **“FINISH”** button.
5. Candidates shall remain cautious while clicking **“FINISH”** button and warnings. On clicking the **“FINISH”** button after **“WARNING-3”**, **examination will be completed, finished and submitted. After submission of examination, it shall not re-start at all and the answer marked by the candidate to the questions shall be considered for purposes of computation of the result.**
6. A **“Thank you”** message will appear confirming the completion, finishing and submission of the examination.
7. Candidates may give their feedback by filling **“FEEDBACK FORM”** available on their system after submission of their examination.

IV. Use of Rough Sheet

1. A Rough Sheet will be provided to the candidates for carrying out rough work, calculations, *etc.* during the examination. Candidates are required to mention their Name, Roll Number, Registration Number, Exam Date and Batch Time on the Rough Sheet.
2. Rough Sheet needs to be returned to the Invigilator before leaving the Exam Hall/Room/Lab. The candidate shall not be permitted to carry the rough sheets used/unused with them when they leave the Examination Hall/Room/Lab.

V. Maintenance of Discipline in the Examination Hall/Room/Lab

Candidates should strictly follow the various written/verbal instructions and maintain discipline in the Examination Hall/Room/Lab. Candidates should not:

- (a) Attempt to take the examination on behalf of someone else, *i.e.* Impersonation;
- (b) Give or receive assistance of any kind during the examination or communicate in any manner with other candidates or with outsiders.
- (c) Tamper/attempt to tamper with computer system or pose hindrance in the smooth conduct of the examination.
- (d) Leave the examination centre without the permission of the invigilator.

- (e) Use prohibited aids or carry banned items in the examination premises/ Room/Hall/Lab, etc. such as mobile phone, blue tooth, I-pad, palmtop, smart watch, health band, books, study material, printed or handwritten paper, blank pieces of paper, electronic diaries, watch alarms, listening devices, recording or photographic devices, etc.
- (f) Attempt to copy examination questions and/or examination responses (in any format) from the fellow candidate/examination centre.

NOTE: *The Superintendent of Examination Centre is authorized to expel a candidate from the examination centre for any misconduct by the candidates.*

Infringement of any of these instructions shall render the candidates liable for disciplinary action which could lead to cancellation of result of the examination and/or studentship registration under the Company Secretaries Regulations, 1982 as in force.

[SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING/USE OF MOBILE PHONE/ ELECTRONIC DEVICE, ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION HALL/ROOM/LAB/CENTRE PREMISES]

News from Region

NIRC



NORTHERN INDIA
REGIONAL COUNCIL

**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

**STUDENT MONTH
JULY 2021**

NIRC of ICSI Cordially Invites Students to Participate in Online Student Month Activities

01st July 2021



वन महोत्सव

05th July
2021



LifeSkills

05th July 2021



**PPT making
competition**

06th July 2021



Student Webcast

07th July 2021



Faculty Induction Program

08th July 2021



**Online Class Room
Teaching**

09th July 2021



Soft-Skills Session

12 to 16 July 2021



Master Classes

17th July 2021



**Moot Court
Competition**

19th July 2021



Student Grievance Day

26th July 2021



**Essay Writing
Competition**

27th July 2021



स्वच्छ भारत अभियान

28th July 2021



**Video Bytes
Competition**

29th July 2021

**Student's
Registration
Day**

CSEET & Executive

30th July 2021



Mock Interview

With Regards,

CS Vimal Kumar Gupta
Chairman, NIRC - ICSI

CS Himanshu Harbola
Treasurer & Chairman, TEFC Committee NIRC - ICSI

Online Registration Link : <https://forms.gle/JU4WcJb7D9C1ee48>

For any information please visit : www.icsi.edu/nirc/home or contact : Mr. Vinay Kumar Baisoya,

Mail: vinay.baisoya@icsi.edu Contact No.: 011 49343006, 08375055357

VISION
"To be a global leader
in promoting good
corporate governance"

सत्यं वद। धर्मं चर।

ICSI Motto
speak the truth, abide by the law

MISSION
"To develop high calibre
professionals facilitating
good corporate governance"

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