

## CS COURSE STRUCTURE

### Stages to become a Company Secretary:

*1. The student who would like to join the Course after 10+2 pass or equivalent has to undergo three stages to pursue the Company Secretaries Course i.e.*

>Foundation Programme

>Executive Programme

>Professional Programme

2. The Student who would like to join the Course after passing the Graduation has to undergo two stages of the Company Secretaryship i.e.

>Executive Programme

>Professional Programme.

### POINT TO BE NOTED

- Foundation Programme can be pursued by 10+2 pass or equivalent students of Arts, Science or Commerce stream (Excluding Fine Arts).
- Executive Programme can be pursued by a Graduate of all streams except Fine Arts.
- Professional Programme can be pursued only after clearing the Executive Programme of CS Course

ADMISSION TO THE CS COURSE is **open throughout the year**. Examinations are held **twice** a year in **June & December**

Cut off dates for admission to CS course:

For Foundation Programme	31st March for appearing in December Examination in the same year.
	30th September for June Examination next year
For Executive Programme	28th February for appearing in both modules in December Exams in the same year
	31st May for appearing in single module in December Examination in the same year
	31st August for appearing in both modules in June Exam in the next year
	30th November for appearing in single module in June Examination in the next year.
Professional Programme	Same as executive

## **SUBJECTS FOR CS COURSE**

***Foundation Programme [4 papers]( New Syllabus – w.e.f. 1st April 2017 )***

BUSINESS ENVIRONMENT AND LAW

BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP

BUSINESS ECONOMICS

FUNDAMENTALS OF ACCOUNTING AND AUDITING

**Executive Programme [7papers]**

<b>Module I (4 papers)</b>	<b>Module II (3 papers)</b>
1. Company Law 2. Cost and Management Accounting 3. Economic and Commercial Laws 4. Tax Laws and Practice	1. Company Accounts and Auditing Practices 2. Capital Markets and Securities Laws 3. Industrial, Labour and General Laws

## **Professional Programme [9 papers]**

### **MODULE 1**

1. Advanced Company Law and Practice.
2. Secretarial Audit, Compliance Management and Due Diligence.
3. Corporate Restructuring, Valuation and Insolvency.

### **MODULE 2**

4. Information Technology and Systems Audit
5. Financial, Treasury and Forex Management
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 (OPEN BOOK)**
  - 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

### **ICSI Fee Structure for CS Course**

CS Foundation Programme	Rs.4500/-
CS Executive Programme	Rs.9000/- for Commerce Graduates
	Rs 12,500/- for CPT passed of ICAI / Foundation passed of ICAI-CMA
	Rs 10,000/- for Non Commerce Stud.
	Rs 8,500/- for CS Foundation passed students
CS Professional Programme	Rs.12,000/-

## **Examination**

1. Examination is conducted twice a year in June and December
2. Examination fee

Foundation Programme -Rs. 1200/-

Executive Programme - Rs. 1200/- per Module

Professional Programme -Rs. 1200/- per Module

## **Medium of Examination**

The Institute allows facility to students to appear in examination in **English** as well as in **Hindi**. (Except Business Communication subject of Foundation Program)

## **Qualifying Marks**

A candidate is declared to have passed the Foundation / Executive / Professional examination, if he/she secures at one sitting a minimum of 40% marks in each paper and 50% marks in the aggregate of all subjects.

for more Detail visit- <https://www.icsi.edu/>