



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
 IN PURSUIT OF PROFESSIONAL EXCELLENCE
 Statutory body under an Act of Parliament

Stages to become a Company Secretary:

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

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

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.

SUBJECTS FOR CS COURSE

<i>There are 4 papers in CS Foundation Programme (wef. 01.04.2017)</i>
<i>There are 8 papers divided into 2 Modules in CS Executive Programme (wef. 01.03.2018)</i>
<i>There are 9 papers divided into 3 Modules in CS Professional Programme</i>

SUBJECTS	
<i>Foundation Programme [4 papers](New Syllabus - w.e.f. 1st April 2017)</i>	
•	BUSINESS ENVIRONMENT AND LAW
•	BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP
•	BUSINESS ECONOMICS
•	FUNDAMENTALS OF ACCOUNTING AND AUDITING
<i>Executive Programme [8papers] (New Syllabus - w.e.f. 1st Mar 2018)</i>	
Module I (4papers)	1. JURISPRUDENCE, INTERPRETATION & GENERAL LAWS
	2. COMPANY LAW
	3. SETTING UP OF BUSINESS ENTITIES AND CLOSURE
	4. TAX LAWS
Module II (4 papers)	5. CORPORATE & MANAGEMENT ACCOUNTING
	6. SECURITIES LAWS & CAPITAL MARKETS
	7. ECONOMIC, BUSINESS AND COMMERCIAL LAWS
	8. FINANCIAL AND STRATEGIC MANAGEMENT

Professional Program (syllabus - w.e.f. 1st September 2013)
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

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

Professional Program (NEW SYLLABUS – w.e.f. 1st September 2018)
MODULE 1
1. GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS
2. ADVANCED TAX LAWS
3. DRAFTING, PLEADINGS AND APPEARANCES
MODULE 2
4. SECRETARIAL AUDIT
5. CORPORATE RESTRUCTURING
6. RESOLUTION OF CORPORATE DISPUTES
MODULE 3
7. CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES
8. MULTIDISCIPLINARY CASE STUDIES
9. ELECTIVES 1 OUT OF BELOW 8 SUBJECTS (THE EXAMINATION FOR THIS PAPER WILL BE OPEN BOOK EXAMINATION)
9.1. BANKING LAW AND PRACTICE
9.2. INSURANCE LAW AND PRACTICE
9.3. INTELLECTUAL PROPERTY RIGHTS– LAWS AND PRACTICES
9.4. FORENSIC AUDIT
9.5. DIRECT TAX LAW & PRACTICE
9.6 LABOUR LAWS & PRACTICE
9.7 VALUATIONS & BUSINESS MODELLING
9.8 INSOLVENCY – LAW AND PRACTICE

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 Students
	Rs 8,500/- for CS Foundation passed students
CS Professional Programme	Rs.12,000/-

Examination

Examination is conducted twice a year in June and December

Examination fee

Foundation Programme -Rs. 1200/-

Executive Programme - Rs. 1200/- per Module

Professional Programme -Rs. 1200/- per Module

Last date for submission of application for appearing in the examination

25th March (with late fee of Rs. 250/- till 9th April)

25th September (with late fee of Rs. 250/- till 10th October)

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.**

Time limit for completing CS Examination

A student is required to complete the Executive and the Professional examination within the registration period. However, on payment of requisite fees the validity of registration may be renewed / extended for further period subject to fulfilling the applicable guidelines.

ICSI ORAL TUITION GUIDELINES / PPP GUIDELINES:

Salient features of the Oral Tuition Guidelines & PPP Guidelines: Under the revised guidelines 30 lectures of 2 hours duration for each subject of Foundation / 35 lectures of 2 hours duration for each subject of Executive / 40 lectures of 2 hours duration for each subject of Professional Programme has been made mandatory

MODIFIED TRAINING STRUCTURE FOR THE STUDENTS OF COMPANY SECRETARYSHIP COURSE EFFECTIVE FROM 01ST APRIL, 2014

The Council, with the approval of Central Government and after following the due process, is publishing a Notification no. 710/1(M)/1 (1410GI/14) dated 01st April, 2014 in the Gazette of India, Part III, Section 4 (Extraordinary). The Notification has amended the Company Secretaries Regulations, 1982 to modify the training structure for the students of Company Secretaryship course. The modified training structure shall be applicable to:-

- (i) a student registered to the Executive Programme on or after 1st April 2014; and
- (ii) a student registered to the Executive Programme on or before 31st March 2014, if (s)he opts for the modified training structure in lieu of the earlier structure.

The brief details of the earlier training structure and the modified training structure is as under:

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
	Fifteen months (After	Three years on

Long Terms Internship with specified entities	passing Executive Programme)	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 specialised agency	Fifteen days	Not Applicable
Management Skills Orientation Programme	Fifteen days	Fifteen days

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