

**PROSPECTUS**  
&  
**PROGRAMME GUIDE**  
**Exclusively for ICAI Students**

**B.COM (A&F)**  
**BACHELOR OF COMMERCE**  
with Major in Accountancy and Finance

**M.COM (F&T)**  
**MASTER OF COMMERCE**  
In Finance and Taxation

**Designed and Developed in Collaboration with**  
**THE BOARD OF STUDIES**  
**THE INSTITUTE OF CHARTERED**  
**ACCOUNTANTS OF INDIA (ICAI)**



**School of Management Studies**  
**Indira Gandhi National Open University**  
**New Delhi**

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Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.

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“The University sends study materials and assignments, wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”

# **PROSPECTUS AND PROGRAMME GUIDE**

**Exclusively for Chartered Accountancy Students**

**Bachelor of Commerce  
with Major in Accountancy and Finance  
B.Com (A&F)**

**Master of Commerce  
In Finance and Taxation  
M.Com (F&T)**

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**Price: Rs. 400/-**

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# **THE INSTITUTE OF COMPANY SECRETARIES OF INDIA**

## **About the Institute**

The Institute of Company Secretaries of India constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980 is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India and to award the certificate bestowing the designation of Company Secretary to a candidate qualifying for membership of the Institute. It was in 1960 that the Government of India formed an Advisory Committee to standardize the basic qualifications needed for company secretaryship course and to conduct the company secretaryship examination. Initially, the Company Law Board registered the students, conducted company secretaries examination, provided practical training facilities and issued Government Diploma in Company Secretaryship to qualified candidates from 1960 to 1968. As the number of persons taking up the company secretaryship course grew, the Government promoted on 4th October, 1968 the Institute of Company Secretaries of India under Section 25 of the Companies Act, 1956 for taking over from the Government of India, to conduct the company secretaryship examination. The Institute has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980. The Institute has on its rolls over 20,000 members including over 3,000 members holding certificate of practice and has totally registered over Five Lakh Twenty Thousand students since the inception of the course in 1960.

The Institute has its headquarters at New Delhi and four regional offices at New Delhi, Chennai, Kolkata and Mumbai. In addition, the Institute has four Regional Councils and under their jurisdiction 45 Chapters and 24 Satellite Chapters located in various cities as per details given in Annexure VII.

The affairs of the Institute are managed by a Council consisting of fifteen elected members and five nominees of the Central Government. The President is the Chief Executive Authority of the Council.

## **Objectives of the Institute**

The Institute of Company Secretaries of India

- Exercises professional supervision over the members of the Institute both in practice and in employment in matters pertaining to Professional Ethics and Code of Conduct;
- Undertakes research in Law, Management and Finance disciplines and brings out research publications and guidance notes;
- Formulates Secretarial Standards and brings out Guidance Notes thereon;
- Gives expert advisory opinion to members on intricate issues relating to various corporate laws;
- Organises Professional Development Programmes, Continuing Education and Participative Certificate Programmes, International/National/Regional Conventions and Conferences directly or through its Regional Councils and Chapters;
- Organises Professional Development Programmes in collaboration with Chambers of Commerce, Department of Public Enterprises, Sister Professional Institutes and other Professional Development/Management Bodies;
- Interacts with various National and Regional Chambers of Commerce with regard to various Government Policies and Legislations;
- Bestows ICSI National Awards for Excellence in Corporate Governance to best governed companies and Life Time Achievement Award for Translating Excellence in Corporate Governance into reality.

## **ICSI-IGNOU Memorandum of Understanding**

Recognizing subjects studied in the entry level courses of ICSI and the subjects of study in the Foundation/ Executive programme of company secretaryship under the approved scheme of education and training of the ICSI, as well practical training component, IGNOU conducts a specialized Bachelor of Commerce with Major in Corporate Affairs and Administration Programme by which exemption is granted in certain common subjects such that these students can develop their learning process by acquiring knowledge in new areas rather than concentrating in the same subject which are covered in the theoretical education scheme of the ICSI. Further, recognizing subjects of the study in the ICSI Professional programme, the IGNOU also conducts a special Master of Commerce in Business Policy and Corporate Governance for the benefits of students who are undergoing ICSI Professional Programme or who have already qualified ICSI Professional examination.

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