

PROSPECTUS AND PROGRAMME GUIDE

Exclusively for Company Secretaryship Students

B.COM (CA & A)
BACHELOR OF COMMERCE
with Major in Corporate Affairs and Administration

M.COM (BP & CG)
MASTER OF COMMERCE
In Business Policy and Corporate Governance

Designed and Developed in Collaboration with
Directorate of Academics & Professional Development
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI)



School of Management Studies
Indira Gandhi National Open University
New Delhi
www.ignou.ac.in

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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.

Contents

	<i>Page Nos.</i>
1. The University	A-1
1.1 The Schools of Studies	A-1
1.2 Academic Programmes	A-2
1.3 Course Materials	A-2
1.4 Credit System	A-2
2. Bachelor of Commerce with Major in Corporate Affairs and Administration	A-3
2.1 Programme Structure	A-3
2.2 Eligibility for Admission	A-3
2.3 Medium of Instruction	A-4
2.4 Fee Structure	A-4
2.5 Duration of the Programme	A-4
2.6 Evaluation System	A-4
3. Master of Commerce in Business Policy and Corporate Governance	A-5
3.1 Programme Structure	A-5
3.2 Eligibility for Admission	A-5
3.3 Medium of Instruction	A-5
3.4 Fee Structure	A-6
3.5 Duration of the Programme	A-6
3.6 Evaluation System	A-6
4. Instructional System	A-7
4.1 Print Material	A-7
4.2 Audio-Visual Aids	A-8
4.3 Interactive Radio-Counselling	A-8
4.4 Gyan Darshan	A-8
4.5 Teleconferencing	A-8
4.6 Counselling	A-9
4.7 University Functionaries for Sorting Out Problems	A-9
5. Student Support through Study Centres	A-10
6. Evaluation System for IGNOU Courses	A-10
6.1 Continuous Evaluation through Assignments	A-11
6.2 Term-end Examinations	A-12
7. Other Useful Information	A-14
7.1 IGNOU Newsletter	A-14
7.2 Reservation of Seats	A-15
7.3 Scholarships and Reimbursement of Fees	A-15
7.4 Provisional Certificate	A-15
7.5 Change of Medium	A-15
7.6 Change or Correction of Address	A-15
7.7 Change of Study Centre	A-15
7.8 Change of Regional Centre	A-16
7.9 Issue of Duplicate Grade Card/Mark Sheet	A-16
7.10 Re-admission	A-16
7.11 Simultaneous Registration	A-16
7.12 Refund of Fees	A-16

7.13	Migration Certificate	A-16
7.14	Disputes on Admission and other University Matters	A-16
8.	Commerce Faculty and Staff	A-17
	Syllabus of B. Com with Major in Corporate Affairs and Administration	
9.	Syllabus of courses offered by IGNOU	A-19
10.	Syllabus of Foundation Programme offered by ICSI	A-25
11.	Syllabus of Executive Programme offered by ICSI	A-29
	Syllabus of M. Com in Business Policy and Corporate Governance	
12.	Syllabus of courses offered by IGNOU	A-39
13.	Syllabus of Professional Programme offered by ICSI	A-42
14.	Some Forms for Your Use	B-1
	Assignment Remittance-cum-acknowledgement	B-2
	Requisition for Fresh Set of Assignments	B-3
	Term-end Examination Form	B-5
	Change of Medium/Electives	B-7
	Non-receipt of Study Material & Assignment	B-8
	Application form for Re-checking of Result of Term-end Examination	B-9
	Application form for Obtaining Duplicate Grade Card/Mark Sheet	B-10
	Application form for Issue of Migration Certificate	B-11
	Application Form for Re-Admission.	B-13
	Application form for Issue of Provisional Certificate	B-15
15.	Satellite Downlink Centres for viewing Gyan Darshan Channel	B-16
16.	Annexures	
	Annexure I: Addresses and Codes of IGNOU Regional Centres	B-21
	Annexure II: Addresses of Study Centres of B.Com (CA & A)/M.Com (BP & CG)	B-33
	Annexure III: List of State Codes	B-81
	Annexure IV: List of Board Codes	B-82
	Annexure V: Banks Designated to Collect Fees in Cash from IGNOU Students	B-83
	Annexure VI: Challan Form.	B-85
17.	GUIDELINES FOR FILLING IN THE APPLICATION FORM	B-87