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**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

**SCS (AUTONOMOUS)  
COLLEGE, PURI  
Accredited with  
A Grade by NAAC**




**A G R E E M E N T  
FOR OPENING OF ICSI STUDY CENTRE ON CS COURSE  
B E T W E E N  
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, NEW DELHI  
AND  
SCS (AUTONOMOUS) COLLEGE, PURI, ODISHA**

Whereas the **Institute of Company Secretaries of India (ICSI)**, constituted under the Company Secretaries Act, 1980 to develop and regulate the profession of Company Secretaries in India being solely authorised to conduct coaching and examinations for the award of Professional qualification / Membership of the Institute and whereas **SCS (Autonomous) College, Puri** would create synergy between the college / university education and professional education to enhance the quality of education imparted to the ICSI students, the study centres proposed to be operated and managed by the **Department of Commerce, SCS (Autonomous) College, Puri** will be set up on self-sustainable basis.

1. Study centre shall function from the premises of recognised university/ college having proper recommendations of the concerned Regional Council/Chapter.
2. Study centre shall be run by faculty or Department of Commerce or any other department having relevance to CS Course, by whatever nomenclature, on self-sustainable basis as per ICSI guidelines.

  
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3. The respective department of the university/ college shall operate and manage the ICSI study centre. Study centre shall in no case be termed as an agent or a partner or a representative of ICSI except for the limited purpose of providing class room teaching to CS students and other responsibilities covered in the agreement between the two Institutions.
4. Head of respective department of university / college in which the study centre has been set up or his representative will be designated as Director of the CS Study Centre.
5. Study Centre shall not engage itself any activity or deal with a matter which are prejudicial to the interests and image of the Institute
6. Study centres shall be entitled to use the words and description **"ICSI PURI STUDY CENTRE, SCS (AUTONOMOUS) COLLEGE, PURI, ODISHA"**
7. The study centres would have full autonomy in deciding the fee to be charged from the students for the Class Room Teaching activity but the Institute would not provide any financial support/compensation to the study centres on any account.
8. ICSI Head Office/Regional Council/Chapter shall have no share in the revenue generated by respective study centres.
9. The Study Centre shall impart education with best faculty for various stages of ICSI Course Curriculum on the lines prescribed by ICSI.
10. The Study Centre shall conduct Career Counselling, suitably advertise and attract students for enrolment to CS Course and disseminate information regarding Company Secretaryship course
11. Facilitating registrations to the CS Course through on-line mode. The Fee will be accepted by the Institute through online mode and the University/ College shall provide reasonable infrastructure (computer with internet connectivity, scanner, etc.) to enable the students to register online for CS Course. Students who are not having Credit/ Debit Cards may remit the fee through Bank Challan in which case cash can be deposited with designated banks (at present Canara Bank).
12. Provide at least one room space for ICSI representative office at University/ college campus.
13. Students of study centre shall be allowed access to the library of concerned department in which the study centre has been setup.
14. Members of Central Council, Regional Councils of ICSI or Members of the Chapter Managing Committees are not eligible to act as Faculty in the classes conducted by Study Centres.
15. The study centre shall submit quarterly MIS covering the activities conducted during such period like Details of Career Awareness Programmes/ Counselling Sessions conducted, Details of Registrations Facilitated(\*) with registration number, Details of Classes Conducted with registration number of the students etc. to the Regional Council/Chapter to which it is attached with a copy to the ICSI HQ.  
(\* ) as per format decided by the Institute from time to time.



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16. The college shall maintain a permanent display board "**CS PURI Study Centre, SCS AUTONOMOUS COLLEGE, PURI**" on the boundary wall of the college and also within the premises where the study centre is located.
17. The designated room shall be properly maintained with daily cleaning, proper lighting and whitewash.
18. ICSI shall share and suggest ways and means for effective conduct of classes by the centre
19. ICSI shall Suggest / Depute faculty on specialised subjects as and when requested by the study centre
20. ICSI shall Assist in popularising the Class Room Teaching conducted by various study centres - Study centre can advertise/publicise conduct of classes in the Institute's student e-bulletins, Student Company Secretary" and CS Foundation Course" bulletin free of cost.
21. ICSI shall pay Honorarium as per the prevailing "ICSI Guidelines of Counsellors" of that day, for successful registration of students on receipt of quarterly MIS.
22. Apart from specific guidelines given above, general guidelines relating to conduct of class room teaching issued by the Institute are also applicable to the study centres as far as engagement of faculty, feedback, etc.
23. Faculty engaged for the purpose, as far as possible shall be in accordance with the guidelines and student teacher ratio should be 40:1 that is a maximum of 40 students per teacher.
24. The honorarium payable to the faculty members shall be decided by the study centres.
25. To the extent possible the faculty of the University/college shall be engaged to take the classes, subject to fulfilment of criteria.
26. Propagation of the schedule of classes through bulk SMS/ E-Mail among the concerned students will be through the Institute only and the same will be chargeable as per rates fixed by the Institute from time to time.
27. The Study Centre shall indemnify the Institute that the interests of the students will be protected at all times.
28. There would be at least one room for the representative office.
29. ICSI shall not pay any rent for the space provided by the University for the Representative Office.
30. The Director of study centre may engage any person at the representative office to register the students and render other administrative activities. Such person shall not in any way be treated as an agent or a partner or a representative or employee of the ICSI. No reimbursement of any type shall be made by ICSI for this arrangement.
31. The director of study centre shall engage and pay to the person engaged to register the students and undertake administrative functions of the study centre. No reimbursement of any type shall be made by ICSI for this arrangement.



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32. The person to be appointed for manning the centre office to be from the institution, In order to have effective coordination with the college administration and to ensure access to the infrastructure facilities of the Institution as prescribed under these guidelines, to run the centre effectively.
33. Such study centre would be monitored and coordinated by Directorate of Student Services at Headquarters through the respective Regional Council / Chapter. ICSI shall keep a possible ordinary control to ensure quality of education through supervision by deputing its own personnel in the classes or having confidential or independent feedback from the students.
34. There would be a coordination committee having representative from the university/ college and ICSI for monitoring the performance of the study centre at regular intervals, preferably every quarter.
35. ICSI shall not incur or suffer any kind of liability – legal, financial or otherwise – with regard to any obligations incurred by the study centre.
36. The officer as empowered by the HOD of Student Services or Secretary, ICSI or President, ICSI jointly or severally shall enter into an agreement between the respective University / college for setting up of Study Centre. Further the President may authorized any other Council member in his/her absence.
37. The agreement would be valid for a period of **TWO YEARS** and can be extended further on year to year basis, as mutually agreed between the respective university/ college.
38. Unless the validity of the recognition renewed/extended, after due period, the study centre would not carry its activities. In case, a particular study centre is derecognised or validity withdrawn, it would stop the activities immediately.
39. It is the responsibility of the Centre to deduct TDS as applicable in respect of payment made by it for running the centre. It shall also fulfil all the compliances arising out of TDS deductions like remittance and filing of returns from time to time as prescribed under the law.
40. Likewise, the study centre would ensure to comply Service Tax provisions arising out of payment to the faculty handling the classes and for such other services as applicable.
41. Study centre to maintain its accounts as per the standard and established practices and norms and get them audited at the close of financial year and send the audited accounts to the RC/Institute periodically for their information.
42. It is also the responsibility of the Centre to comply with local laws if any, arising out of running of the centre.



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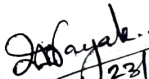
43. If the quality of teaching, infrastructure and other services (as envisaged under these guidelines) provided by the study centre is not upto the satisfaction of ICSI, it reserves the right to cancel/terminate the agreement without assigning any reason thereof. However, the cancellation / termination shall not affect the obligations in respect of the completion of the course in respect of any batches of classes that have been commenced and are in progress and fees for which have been collected from the participants by the study centre.

This arrangement will come into force from **February 23, 2019**

SIGNED AND EXECUTED BY :

Signature with Rubber Stamp		Signature with Rubber Stamp	
Joint Director	CS Surya Narayan Mishra	Principal	Dr. Prafulla Kumar Mohanty
For & on Behalf of the ICSI, New Delhi	The Institute of Company Secretaries of India	For & on behalf of the SCS (Autonomous) College, Puri	Principal SCS (A) College, Puri

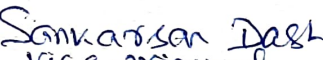
Witness:


1.   
CS PRABHAT KUMAR NAYAK  
23/02/19

2. U. C. Mishra,  
23/02/2019  
EO



Witness:

1.   
Vice-principal  
23-02-2019

2.   
23.02.2019

Head  
P.G. Dept. of Commerce  
S.C.S. (Auto) College, Puri