# FAQs
# on
# The ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023

# CHAPTER 2
# PCS ORIENTATION PROGRAMME

1. **What is PCS Orientation Programme (POP)?**

   In pursuance to Regulation 10(1) of the Company Secretaries Regulations, 1982, POP is a mandatory step towards obtaining the Certificate of Practice (COP), through which the Institute endeavours to guides the member who is desirous of obtaining the COP in establishing a successful and thriving Practice. The programme focusses on developing skills and building expertise required for rendering professional services to the stakeholders.

2. **I have cleared my CS Professional Programme, can I apply for POP?**

   No, only on attaining membership of the Institute, one can apply for POP. The Guidelines provide that all the members intending to enter into practice on or after April 1, 2023 are compulsorily required to undergo POP prior to making an application for Certificate of Practice.

3. **Who all are required to register/enrol for the POP? Is there any exemption available for members from undergoing POP? Is there any exemption fee charged for the same?**

   All members intending to enter into practice on or after April 1, 2023 are compulsorily required to undergo the POP prior to making an application for Certificate of Practice. However, the requirement of undergoing POP before making an application for Certificate of Practice does not apply to:

   (i) A member with Post qualification experience of 15 years or more;

   (ii) A member who has surrendered Certificate of Practice not more than two years prior to applying for Certificate of Practice again.

   Further, a member who is claiming exemption from POP shall have to pay Rs. 750/- (excluding applicable GST) as exemption fees, which shall form part of the fees for Certificate of Practice. The remaining fee shall be paid at the time of applying for the Certificate of Practice.

**4. I have experience of 4 years in Practice in the initial years, thereafter I have worked as a Company Secretary in a company for 13 years. Do I need to undergo POP before applying for COP?**

The Guidelines provide for certain exemptions from undergoing POP before making an application for Certificate of Practice. Accordingly, a member with Post qualification experience of 15 years or more is exempt from undergoing POP. In this case, the experience is a total of 17 years in combination of both practice and employment, and the member is exempted from undergoing POP.

**5. Mr. A, an MBA who has 20 years of working as Area Manager in an MNC, has recently obtained membership of the Institute, and is willing to obtain COP. Will he be exempted from undergoing POP?**

The exemption covered under the Guidelines specifically provides that a member with Post qualification experience of 15 years or more is exempt from undergoing POP. In the given case, Mr. A does not have post qualification experience as Company Secretary. Hence, he is not eligible for exemption under the Guidelines.

**6. What is the procedure to register for the POP in e-learning mode?**

A member is advised to go-through all the details available on the website of the Institute at *https://www.icsi.edu/e-learning/cop/*. Further, the member is required to register for the Programme on payment of Rs. 750/-+ GST through the link: *https://g25.tcsion.com/EForms/configuredHtml/1677/62804/application.html?id=COP.*

On successful registration, the login credentials will be sent on member's registered e-mail address. It is advised to ensure that the email address registered with the Institute is correct. In case of any change in the email address, the same is required to be updated in the Institute database through ICSI Member account, before applying for POP.

**7. How is the POP delivered in e-learning mode?**

The PCS Orientation Programme in e-learning mode is a self-paced programme which is delivered through the ICSI-LMS platform wherein recorded lectures on topics specified in the Guidelines and MCQ based assessment are made available for members after successful registration to the Programme.

**8. What is the fee for POP in the e-learning mode?**

Currently, the fee for POP in the e-learning mode is Rs.750/-

(excluding applicable GST). The fee paid for POP in e-learning mode forms part of the fee to be paid towards the Certificate of Practice and the remaining COP fee shall be paid at the time of applying for the Certificate of Practice. This is subject to the validity of the Certificate of Completion of POP i.e. ninety days.

9. **How is the POP delivered in physical mode?**

The Regional Councils, Diamond/Platinum Grade Chapters of the Institute may organize POP in physical mode by charging fees as prescribed under the Guidelines. The lectures shall be held on the topics specified in the Guidelines. Further, the members undergoing POP in physical mode are not required to undergo Online POP and MCQ based assessment, as the Certificate of Completion obtained in physical mode shall be deemed as POP Completion Certificate.

10. **What is the fee for POP in the physical mode?**

The fee for POP in the physical mode shall be decided by the Regional Council or the Chapter Management Committee in case of Diamond/ Platinum Grade Chapters of the Institute, which shall not exceed Rs 2000/- (excluding applicable GST). Such fee does not form part of the fee for Certificate of Practice. Hence, it shall not be adjusted at the time of applying for the Certificate of Practice.

A member who has obtained the POP Completion Certificate from physical mode shall have to pay Rs. 750/- (excluding applicable GST) as exemption fee, which shall form part of the fee for Certificate of Practice. The remaining COP fee shall be paid at the time of applying for the Certificate of Practice.

11. **What is the timeline to complete the POP in e-learning mode? How many attempts are available to a member for passing the MCQ based assessment?**

A Member has to complete the POP in e-learning mode (recorded lectures and MCQ based examination) within 30 (thirty) days of registration in the POP. Member will get maximum three attempts to appear in the MCQ based examination and the time gap between two attempts shall be 2 hours, within 30 (thirty) days of registration.

If member is unable to complete the POP within 30 (thirty) days of registration or has failed to clear the MCQ based examination in three attempts, he/she has to again register for the Programme on payment of Rs. 750/- + GST.

**12. What is the passing criteria for POP? Upon completion of POP, when will I receive my certificate?**

In the e-learning mode, the member who has obtained 50% or more in the MCQ based assessment shall be declared pass in the POP. After passing the assessment, member shall mark the course as Complete (a feature in LMS platform) and download the Certificate of Completion immediately after that. In case the member fails to download the Certificate of Completion within the 30 (thirty) days of registration in the POP, he/she shall have to undergo the POP again, since the validity of registration expires within 30 days of registration.

**13. Whether Institute will share the Certificate of Completion with the member?**

No, the same has to be downloaded by the member from the dashboard at the ICSI LMS platform.

**14. What if member has passed the MCQ based assessment but failed to download the Certificate of Completion?**

After passing the MCQ based assessment, member has to download the Certificate of Completion. If the member has failed to download the Certificate of Completion within 30 days of registration in POP, even if the member has cleared the MCQ based assessment, he/she will have to register and undergo the POP again.

**15. What is the validity of the Certificate of Completion? When can the member apply for Certificate of Practice?**

The Certificate of Completion shall be valid for a period of 90 (ninety) days of passing the POP. The member can apply for Certificate of Practice within 90 days from passing the POP. In case the member fails to apply for COP within the time limit given, he/she shall have to undergo the POP again.

**16. I cleared my POP on 26.02.2024, for what period will my Certificate of Completion be valid so that I can apply for Certificate of Practice?**

The member has to download the Certificate within 30 (thirty) days of registration in the POP. The Certificate of Completion shall be valid for 90 days from the date of completing the POP. Hence, in this case, the validity date shall be counted from 26.02.2024 (inclusive of date of passing) and shall remain valid till 27-05-2024.

17. **What are the system and bandwidth requirements to access the PCS Orientation Programme on ICSI LMS platform?**

For a better experience on the ICSI LMS platform, please ensure having a good speed internet connection (4 MB/s). The platform supports the updated versions of Google Chrome/Mozilla Firefox. Internet Explorer is not recommended. The preferred screen resolution is 1366 * 768/1280 * 720 and zoom level is 100% (which can be set through CTRL+0 button). It is also recommended to ensure that pop up is enabled in the browser settings.

18. **Do I need to purchase any additional study/reading material for the PCS Orientation Programme?**

All details of the study/reading material as per the syllabus is provided to the members through email after successful registration to the Programme in e-learning mode. In case the POP is being organised in physical mode, lectures shall be organised covering the syllabus prescribed in the Guidelines.

19. **Will I get CPE credits for undergoing the PCS Orientation Programme?**

As per the Guidelines, CPE Credit for the POP conducted in physical mode shall be awarded in accordance with the ICSI (Continuous Professional Education) Guidelines, 2019. The members undergoing POP through e-learning mode are not eligible for CPE Credits.

20. **On successful registration to PCS Orientation Programme, I started viewing the recorded lectures on LMS platform but next video is not loading in my account. How to resolve the issue?**

It is to be ensured that the screen does not blackout due to Screen saver. In case you have seen the video once, play the video with double speed (2X) next time to enable the next video.

21. **I have completed the PCS Orientation Programme and downloaded the Certificate of Completion but I am unable to apply for COP?**

OR

**How soon I can apply for certificate of practice after completion of PCS orientation programme and downloading the Certificate of Completion?**

A member may apply for Certificate of Practice only after 2 hours of downloading/the Certificate of Completion of the PCS Orientation Programme.