भारतीय गैर न्यायिक

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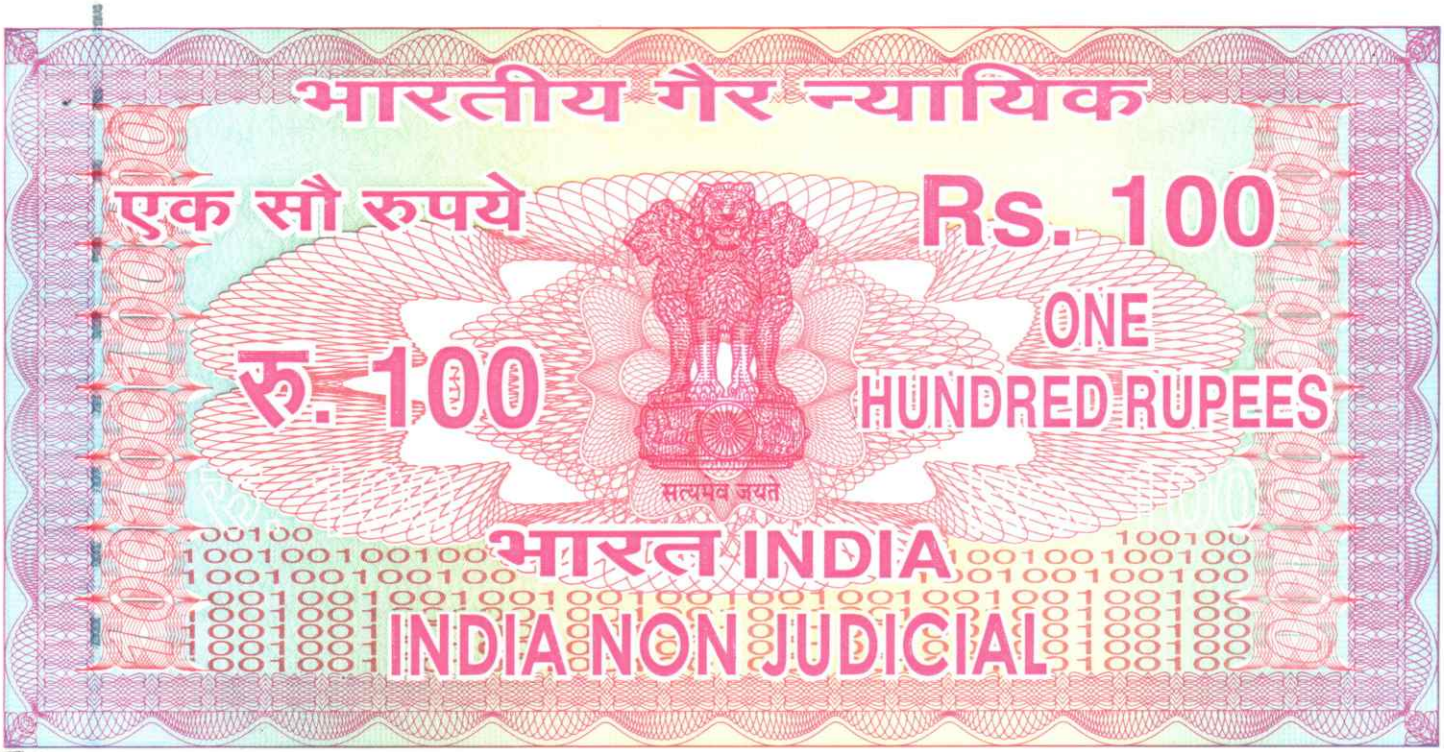

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L.C.No. /VNB/2021
வாணியம்பாடி. தமிழ்நாடு

AGREEMENT BETWEEN THE INSTITUTE OF COMPANY SECRETARIES OF INDIA – SOUTHERN INDIA REGIONAL COUNCIL (ICSI-SIRC) AND MARUDHAR KESARI JAIN COLLEGE FOR WOMEN (AUTONOMOUS) VANIYAMBADI, TIRUPATTUR DISTRICT

Whereas the Institute of Company Secretaries of India, constituted under the Company Secretaries Act, 1980 to develop and regulate the profession of Company Secretaries in India being solely authorized to conduct coaching and examinations for the award of Professional qualification / Membership of the Institute and whereas Marudhar Kesari Jain College for Women (Autonomous) Vaniyambadi, Tirupattur District would create synergy between the University education and professional education to enhance the quality of education imparted to the ICSI students, the Study Centre proposed to be operated and managed by the Department of Commerce of Marudhar Kesari Jain College for Women (Autonomous) Vaniyambadi - 635751 will be set up on self-sustainable basis.

1. Study Centre shall function from the premises of Marudhar Kesari Jain College for Women (Autonomous) having proper recommendations of ICSI-SIRC.

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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Tirupattur District.

3. The Commerce Department of Marudhar Kesari Jain College for Women (Autonomous) 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 the Marudhar Kesari Jain College for Women (Autonomous) in which the Study Centre has been set up or her 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 Centre shall be entitled to use the words and description "ICSI-VANIYAMBADI STUDY CENTRE".

7. The Study Centre 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 Centre on any account.

8. ICSI Head Office/Regional Council/Chapter shall have no share in the revenue generated by "ICSI-VANIYAMBADI STUDY CENTRE".

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 Counseling, 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 Marudhar Kesari Jain College for Women (Autonomous) 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 Marudhar Kesari Jain College for Women (Autonomous) campus.

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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 Centre.

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.

16. The college shall maintain a permanent display board "ICSI-VANIYAMBADI STUDY CENTRE" 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 specialized subjects as and when requested by the Study Centre.

20. ICSI shall Assist in popularizing the Class Room Teaching conducted by various Study Centres - Study Centre can advertise/publicize conduct of classes in the Institute's student e-bulletins 'Student Company Secretary' and CSEET e-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.

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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 Centre.

25. To the extent possible the faculty of Marudhar Kesari Jain College for Women (Autonomous) 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 Marudhar Kesari Jain College for Women (Autonomous) 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.

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 Head quarters 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.

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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 Regional Director of Southern Region shall enter into an agreement with Marudhar Kesari Jain College for Women (Autonomous) for setting up of Study Centre.

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 ICSI and Marudha Kesari Jain College for Women (Autonomous), Vaniyambadi.

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 derecognized 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 fulfill 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.

43. If the quality of teaching, infrastructure and other services (as envisaged under these guidelines) provided by the Study Centre is not up to 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.

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44. ICSI Examination Centre not to be at ICSI Study Centre It is responsibility of the Respective Regional Offices / Chapters to ensure that this proposed study center is not an ICSI Examination Centre already as ICSI Study Centres cannot become Examination Centres or does not become an ICSI Examination Centre till the time MoU for ICSI Study Centre is in place.

This arrangement will come into force from 6.10.2026

SIGNED AND EXECUTED BY:

Signature (with Rubber Stamp)	SOUTHERN INDIA REGIONAL OFFICE ICSI CHENNAI	Signature (with Rubber Stamp)	
Name	M. DAMODARAN	Name	
Designation	Secretary.	Designation	
For and on behalf of ICSI	The Institute of Company Secretaries of India, Southern India Regional Council 9, Wheat Crofts Road Nungambakkam Chennai – 600 034.	For and on behalf of the College	Marudhar Kesari Jain College for Women, (Autonomous) Vaniyambadi -635 751

6 oct. 2026.

Marudhar Kesari Jain Colleg for Women (Autonomous) Vaniyambadi - 635 751. Tirupattur District.