

भारतीय गैर न्यायिक

बीस रुपये

रु.20



Rs.20

TWENTY
RUPEES

INDIA NON JUDICIAL

অসম অরুম ASSAM

16AA 998525

**AGREEMENT BETWEEN THE INSTITUTE OF COMPANY SECRETARIES OF
INDIA AND WOMEN'S COLLEGE, TINSUKIA**

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 **Women's College, Tinsukia** would create synergy between the College education and professional education to enhance the quality of education imparted to the ICSI students, the study centers proposed to be operated and managed by the College Authority on behalf of the **Department of Commerce & Management of Women's College, Tinsukia** on self-sustainable basis.

1. Study centre shall function from the premises of Women's College, Tinsukia, Assam.
2. Study centre shall be run by the Department of Commerce & Management of Women's College, Tinsukia.
3. The Department of Commerce and Management, Women's College, Tinsukia 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 classroom teaching to CS students and other responsibilities covered in the agreement between the two Institutions.

Principal
Women's College, Tinsukia

Rajib

Chairman
North Eastern Chapter of ICSI

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4. The Principal of Women's College, Tinsukia 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. The study center shall be entitled to use the words and description "ICSI Tinsukia Study Centre".
7. The study center 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 center on any account.
8. ICSI Head Office/ Regional Council/ Chapter shall have no share in the revenue generated by respective study center.
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 ICSI course and disseminate information regarding **Company Secretary ship** 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 College shall provide reasonable

Principal
Fairie Women's College, Tinsukia

Chairman
North Eastern Chapter of ICSI



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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 a designated space for ICS Representative Office at the college campus.
13. Students of study centre shall be allowed access to the library of the Department of Commerce & Management, Women's College, Tinsukia.
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/ Counseling 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 '**C S Tinsukia Study Centre** on the boundary walls of the college and also within the premises where the study centre is located.

Principal
Women's College, Tinsukia

Chairman
North Eastern Chapter of ICSI



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17. The designated room's hall is properly maintained with daily cleaning, proper lighting and whitewash.
18. ICSI shall hare 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 centers. Study centre can advertise/publicize conduct of classes in the Institute's student -bulletins' Student Company Secretary' and 'CS Foundation Course' bulletin free of cost.
21. ICSI shall pay Honorarium as per the prevailing 'ICSI Guidelines of Counselors' of that day, for successful registration of student's on receipt of quarterly MIS.
22. A part from specific guidelines given above, general guidelines relating to conduct of classroom teaching issued by the Institute are also applicable to the study centers 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.

Fajla Cordelet
Principal
Women's College, Tinsukia

[Signature]
Chairman
North Eastern Chapter of ICSI

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24. The honorarium payable to the faculty members shall be decided by the study centre.
25. To the extent possible the faculty of the College shall be engaged to take the classes, subject to fulfillment 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 a designated space for the representative office.
29. ICSI shall not pay any rent for the space provided by the College for the Representative Office.
30. The Director of study centre may engage any person at the representative office to entertain all students and register the student's 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 entertain all

Prin Boodh

*Principal
Women's College, Tinsukia*

Chairman

North Eastern Chapter of ICSI

students and 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 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 coordination committee having representative from the 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 respective Regional Council of Office In-Charge/ Chairman of the respective Chapter shall enter into an agreement between the respective Colleges for setting up of Study Centre in its respective jurisdiction.
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 College and ICSI.
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 the audited at the close of financial year and send the audited accounts to the RC/Institute periodically for their information.

Principal
Burdett College, Tinsukia

P. J. B.

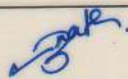
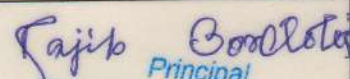
Chairman
North Eastern Chapter of ICSI

42. It is also the responsibility of the Centre to comply with local laws if any, arising out of running of the centre.

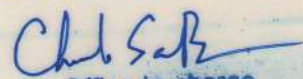
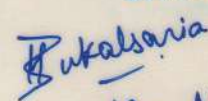

43. If the quality of teaching, infrastructure and other services (as envisaged under these guidelines) provided by the study centre is not up to the satisfaction of ICSI, it reserves the right to cancel/terminate the agreement without assigning any reason thereof. However, the cancellation/termination 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.

This arrangement will come into force from 24th August 2016

SIGNED AND EXECUTED BY:

Signature (with Rubber Stamp)	 Chairman North Eastern Chapter of ICSI	Signature (with Rubber Stamp)	 Principal Women's College, Tinsukia
Name	CS BIMAN DEBNATH	Name	Dr. RAJIB BORDOLOI
Designation	Chairman	Designation	Principal
For and on behalf of CSI	North Eastern Chapter of ICSI, Guwahati	For and on behalf of College	Women's College, Tinsukia PIN: 786125, Assam

Witnesses

- CHIRANJEEB SARMA ROY E0719
- 1) Name and Address: 
Office In-charge
NE Chapter of EIRC of ICSI
Guwahati
 - 2) Name and Address:  (CS HARSHA BUKALSARIA)
M. No. 31544
 - 3) Name and Address:  (DULAL BARUAH)
VICE-Principal, Women's college, Tinsukia.