ALL ABOUT

COMPANY SECRETARY (CS)

FOR ACADEMIC SESSION 2023-24

Career as CS

CS Information Booklet

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VISION

Excellence in Career Education

MISSION

Practice, Persistence and Performance

VALUES

- Leadership with humane touch at various levels
- Integrity, transparency and openness in all our actions
- Innovation and pursuit of excellence in career education
- Address the needs of students through career oriented initiatives
- Strive to continuously improve our processes and quality of deliverables

About Resonance

Established on 11th April 2001 at Kota, Rajasthan

Founder: Mr. R. K. Verma (RKV Sir)
B.Tech. (IIT-Madras, 1994)
Managing Director, Head (Academics) & Senior Faculty (Physics)

Division	Classes	Target Examinations
Pre-Engineering Division	IX, X, XI, XII & XII+	JEE (Advanced) | JEE (Main) | Olympiads
Pre-Medical Division	IX, X, XI, XII & XII+	NEET (UG) | Olympiads
Pre-foundation Career Care Programme Division (PCCP)	V, VI, VII, VIII, IX & X	NTSE | Olympiads | STSE | School & Board Examinations
Commerce & Law Programme Division (CLPD)	XI, XII & XII+	CA | CS | CLAT | B.Com | Board | CUET-UG
Resonance Multiple Examination Division (ResoMEx)	XII+	SSC | BANK | RAILWAYS | NDA | Other Govt. & Private Recruitment Exams
Para-Schooling Programme Division (PSPD)	XI, XII & XII+	Board Exams | CUET-UG | IPMAT | JIPMAT | BITSAT | STSE | UCEED | College Entrance Exam UG & Scholarship Exams
Distance Learning Programme Division (DLPD)	V to XII & XII+	JEE (Main & Advanced) | NEET (UG) | OLYMPIADS | NTSE | BITSAT
EdTech Division	V to XII & XII+	JEE (Main & Advanced) | NEET (UG) | OLYMPIADS | NTSE | BITSAT
Reso - International Studies Division	VI to XII & XII+	JEE (Main & Advanced) | NEET (UG) | OLYMPIADS | NTSE | BITSAT Upcoming - SAT | IELTS | GRE | PTE

Our Inspiration

Dear Students,

Being systematic, organized & professionally managed always helps in maintaining the highest standards in any field. When Resonance started its Commerce & Law Program Division in 2012, it did so with the sole aim of providing a systemized and aptly organized education to the masses. It was the time to fill in the gap in this sector by introducing a platter of services, all under one roof which included systematic curriculum, optimum course planning, rigorous periodic testing, appropriate study material etc. And with our already well-established and trusted IIT, Medical & PCCP Division, we tried our level best to replicate and maintain the same standards and the flawless teaching methodology in our Commerce and Law Program Division as well.

The success of our systematic approach is very much evident in our results. In just two years of establishment, our division has produced several successful stories as we got us a lot of achievements with 30+ All India Ranks in CA & CS, 1st Merit in Rajasthan in Class - XII CBSE, selections with high ranks in Law examinations including CLAT & Symbiosis Entrance Test (SET) & numerous selections in various stages of CA & CS examinations.

In the last few years, we all have witnessed myriad changes in the pattern & syllabus of various examinations but Resonance has always kept itself abreast with those changes and instead has developed strong strategies to encounter them. Thus, we have always been the frontrunners in adapting to the changes.

I welcome aboard all the new students joining the Resonance's Commerce and Law Program Division in Academic Session 2022-23. I wish that you all will put in that extra effort to create new benchmarks in terms of quality result in various competitive examinations. Our Academic & Management Team will leave no stone unturned in providing you the best inputs to achieve your dream. Wishing you a great year ahead with lots of achievements.

R.K. Verma
B. Tech. (IIT-Madras, 1994)
Managing Director
Head-Academics & Senior Faculty (Physics)
DIN: 01204917
Email: rkv@resonance.ac.in
Resonance Eduventures Limited

COMPANY SECRETARY (C.S.)

▶ Company Secretary is a professional whose role in a corporate set up is that of an advisor for legal matters.

▶ As per the Companies Act-2013, a statutory requirement is that companies with a paid up share capital of minimum of ₹ 5 Crore are required to appoint a Company Secretary.

ABOUT ICSI

▶ CS Course is conducted & regulated by The Institute of Company Secretaries of India (ICSI) which is constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980.

▶ **Website: www.icsi.edu.in**

Role of Company Secretary

▶ Firstly, to assist the Board in the conduct of the affairs of the company.

▶ Secondly, to provide guidance to the directors about their duties.

▶ Ensuring and Complying with corporate Governance.

▶ To take the required permissions from the board and various government bodies. Hence, the also has to follow the provisions adding the permission acquisition.

▶ Lastly to facilities the convening of meetings.

CAREER AS COMPANY SECRETARY

Company Secretary in Employment

- Advisor to the Board of Directors
- Key Managerial Personnel (KMP)
- Compliance Officer
- Corporate Risk Manager
- Chief Governance Officer
- Corporate Planner & Strategic Manager

Company Secretary in Practice

- Secretarial Auditor
- Expert under Corporate Laws
- Registered Valuer
- Insolvency Professional
- NCLT Practitioner
- Internal Auditor
- GST Professional
- Certification Services
- Representation Services
- IPR, International Trade & WTO Service
- Arbitration, Mediation & Conciliation Service

Stages of Company Secretary

The Company Secretary course comprises of 3 Stages:

- CS Executive Entrance Test
- EXECUTIVE
- PROFESSIONAL

S.No.	Particulars	Stage-I (CSEET)	Stage-II (C.S. Executive)	Stage-III (C.S. Professional)
1	Eligibility	10th Pass for provision registration. 12th Pass or appearing.	‣ CSEET or ‣ Graduate with 50% or Post Graduate. ‣ CA & CMA Passed Students	C.S. Executive
2	Registration Date	15th April, 15th June, 15th October, 15th December	31st May, 30 Nov	31st May, 30th Nov
3	Exam Date	January, May, July, November	June / December	June/ December
4	Exam Pattern	Objective	Objective & Subjective	Subjective
5	Total Marks	200 Marks	700 Marks Both Groups (100 Marks each paper)	700 Marks Both Groups (100 Marks each paper)
6	Minimum Marks (Individual Subject)	40% and average 50%	40% and average 50%	40% and average 50%
7	Paper Duration	2 Hours	3 Hours (Each Paper)	3 Hours (Each Paper)
8	No. of Questions	120	6	6
9	Exam Mode	On-Line	Offline	Offline

CS Executive Entrance Test (CSEET)

- CSEET is an entrance exam conducted by ICSI, four times a year: January, May, July, and November.
- The CSEET has replaced the CS Foundation Course; candidates who qualify for the exam are eligible for direct admission to the CS Executive course.
- Test of 120 Minutes duration will be conducted at designated Test Centers.
- It will be a Computer Based Test (CBT) conducted in MCQ pattern as per the following details

S.No.	Subject	No. of Questions	Marks
1	Business Communication	35	50 Marks (15 MCQs x 2 Marks each) (20 MCQs x 1 Mark each)
2	Legal Aptitude, Logical Reasoning and Quantitative Aptitude	35	50 Marks (15 MCQs x 2 Marks each) (20 MCQs x 1 Mark each)
3	Economic and Business Environment	35	50 Marks (15 MCQs x 2 Marks each) (20 MCQs x 1 Mark each)
4	Current Affairs	15	20 Marks (5 MCQs x 2 Marks each) (10 MCQs x 1 Mark each)
	Total	120	170
1	Presentation and communication Skills (Viva Voce)	Variable Number of Questions	30 Marks 15 Minutes

Note : For registration details, please visit : www.icsi.edu , https://smash.icsi.in/Scripts/CSEET/Instructions_CSEET.aspx.

CSEET Passing Criteria : Candidates shall be declared 'PASS' in CSEET on securing 40% marks in each paper and 50% marks in the aggregate.

Schedule of Registration and Conduct of CSEET : The CSEET will be held on quarterly basis as per the indicative schedule given below:

Month	Period During which Candidates can Register	Date of CSEET	Last date for Declaration Result	Cut-off Date of registration
May	18th December to 15th April	Saturday/ Sunday in 2nd / 3rd Week of May	By 4th Week of May	31st May
July	18th December to 15th April	Saturday/ Sunday in 2nd / 3rd Week of July	By 4th Week of July	31st July
November	18th December to 15th April	Saturday/ Sunday in 2nd / 3rd Week of November		31st November
January	18th December to 15th April	Saturday/ Sunday in 2nd / 3rd Week of November	By 4th Week of January	31st January

CS Executive Programme

▸ Candidates who have qualified the CSEET exam of ICSI can register for the CS Executive exam.

▸ The New Syllabus shall comprise of Seven (7) Papers at Executive Programme .

	Group- I			Group -II	
S.No	**Subjects**	**Max. Marks**	**S.No**	**Subjects**	**Max. Marks**
1	Jurisprudence, Interpretation & General Laws	100	**5**	Capital Market & Securities Laws	100
2	Company Law & Practice	100	**6**	Economic, Commercial and Intellectual Property Laws	100
3	Setting Up of Business, Industrial & Labour Laws	100	**7**	Tax Laws & Practice	100
4	Corporate Accounting and Financial Management	100			

Note: Students registered under Executive and Professional programme under ICSI Syllabus 2022 shall have to successfully complete a Pre-Examination Test to become eligible to enroll and appear in the Executive and Professional Examination.

CS-Executive Passing Criteria

Candidates shall be declared 'PASS' in CS-Executive on securing 40% marks in each paper and 50% marks in the aggregate.

CS Professional Programme

▸ Candidates who have qualified the C.S. Executive exam of ICSI can register for the C.S. Professional exam.

▸ The New Syllabus shall comprise of Seven (7) compulsory papers and two Elective Papers (Open Book) at Professional Programme

Group-I

S.No.	Paper	Marks
1	Environmental, Social and Governance (ESG)	100
2	Drafting, Pleadings and Appearances	100
3	Compliance Management, Audit & Due Diligence	100
4	**Elective 1 (Select one Paper out of 4 Elective Papers)**	100

Group-II

S.No.	Paper	Marks
1	Strategic Management & Corporate Finance	100
2	Corporate Restructuring, Valuation and Insolvency	100
3	**Elective 2 (Select one Paper out of 5 Elective Papers)**	100

Students has to opt one paper from each of the following categories of Paper-1 & Paper-2.

Elective Paper-1

S.No.	Paper-1	Marks
1	**CSR & Social Governance**	
	Part I – Corporate Social Responsibility	50
	Part II – Social Governance	50
2	**Internal and Forensic Audit**	
	Part I – Internal Audit	60
	Part II – Forensic Audit	40
3	Intellectual Property Rights – Law & Practice	100
4	Artificial Intelligence, Data Analytics and Cyber Security – Laws & Practice	100

Elective Paper-2

	Paper-2	
1	**Arbitration, Mediation & Conciliation**	
	Part I – Arbitration & Conciliation	70
	Part II – Mediation	30
2	**Goods and Services Tax (GST) & Corporate Tax Planning**	
	Part I – Goods and Services Tax (GST)	70
	Part II – Corporate Tax Planning	30
3	Labour Laws & Practice	100
4	**Banking & Insurance – Laws & Practice**	
	Part I – Banking Laws	50
	Part II – Insurance Laws	50
5	Insolvency and Bankruptcy – Law & Practice	100

Resonance®
Educating for better tomorrow

COMMERCE & LAW
PROGRAM DIVISION (CLPD)

No. of Faculty - 7

Total Teaching Experience (TTE) - **126+ Years**
Total Classroom Experience (TCE) - **218600+ Hrs.**

Total Students Taught (TST) - **33100+**
Total Selected Students (TSS) - **4000+**

Mr. Rajendra Singh Rathore (RSR)
(Head of Program)
Qualification: M.Com, L.L.B.

Subject Expertise : Business Law, JIGL, EBCL, P & D & Corporate Restructuring
TTE : 15+ Years | TCE : 20500+Hours | TST : 5100+Students | TSS : CA-1961+ | CS-1857+ | CLAT-81+
Special Achievements : CS-Executive : AIR-1, 3, 8, 10,14, 17, 18, 20 & 24
CS-Professional : AIR-6 Silver Medal in (Pleading & Drafting), AIR-10, 23 & 25.
CA-Intermediate : AIR-1, 3, 8, 10,14, 17, 18, 20 & 24
Law (CLAT) : AIR-1 in GPTU, AIR - 81
CA-Foundation : AIR-16 & 25

CA Pankaj Kumar Bansal (PKB)
Qualification : CA

Subject Expertise : Taxation
TTE : 20+ Years | TCE : 22400+Hours
TST : 4200+Students
TSS : CA-1961 | CS-1857 |
Special Achievements: CA-Final : AIR-1, 26
| CA-Intermediate : AIR-1, 3, 8, 10, 14, 17, 18, 20 & 24 | CS-Executive : AIR-1, 3, 8, 10,14, 17, 18, 20 & 24

CA Venus Soni (VSN)
Qualification : CA

Subject : Financial Management & Audit
TTE : 20+ Years | TCE : 24600+Hours
TST : 5120+Students | TSS : CA-1961 | CS-1857 |
Special Achievements : CA-Final : AIR-1, 26
CA-Intermediate : AIR-1, 3, 8, 10,14, 17, 18, 20 & 24 | CS-Executive : AIR-1, 3, 8, 10,14, 17, 18, 20 & 24 | CS-Foundation : AIR-1, 2, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21, 22, 23 & 25

CA Arun Bazari (ARNC)
Qualification : CA

Subject : Corporate Accounting
TTE : 22+ Years | **TCE :** 39000+Hours
TST : 4600+Students | **TSS :** CA-1750 | CS-1300
Special Achievements : CA-Final : AIR-1, 26
CA-Intermediate : AIR-4, 6
CA-Foundation : AIR-1
CA-CPT : AIR 7, 8, 9 & 10

Mr. Lokendra Kumar Joshi (LDJ)
Qualification : CS, L.L.B & DLLPM

Subject Expertise : Bus.Law, CM, SL, SOB & CLP
TTE : 20+ Years | TCE : 34400+Hours | TST : 3800+Students | TSS : CA-1760 | CS-1900 |
Special Achievements : CS-Professional : AIR-10, 23 & 25 | CS-Executive : AIR-1, 3, 8, 10,14, 17, 18, 20 & 24 | CA-Intermediate : AIR-1,3,8,10,14,17,18, 20 & 24 | CS-Foundation : AIR-1, 2, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21, 22, 23 & 25

Mr. Sumit Paliwal (SMP)
Qualification : PGDBA, PGDHRM & M.Com

Subject Expertise : Ethics & Com., Economics
TTE : 14+ Years | **TCE :** 22400+Hours
TST : 4800+Students | **TSS :** CA-1455 | CS-1465 |
Special Achievements : CA-Intermediate : AIR-1, 3, 8, 10, 14, 17, 18, 20 & 24 | **CS-Foundation :** AIR-1, 2, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21, 22, 23 & 25 | **CBSE :** 1st Merit in Rajasthan | **RBSE :** 1st Merit from Kota District (Raj.Board)

CA Rohit Makhija (RMK)
Qualification : CA

Subject Expertise : Corporate Accounting
TTE : 15+ Years | **TCE :** 26000+Hours
TST : 5300+Students | **TSS :** CA-1455 | CS-1465 |
Special Achievements : CA-Final : AIR-1, 26
CA-Intermediate : AIR-1,3,8,10,14,17,18,20 & 24 | **CS-Foundation :** AIR-1, 2, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 21, 22, 23 & 25

TTE - Total Teaching Experience | CTE - Class Teaching Experience | TST - Total Students Taught | TSS - Total Selected Students

10

TOTAL ALL INDIA RANKS 66   TOTAL Selections 747

CS-FOUNDATION \ CSEET

1 AIR	1 AIR	2 AIR	2 AIR	3 AIR	4 AIR
MAHIMA SANCHETI RRN : 17813794 | JUNE-2018	**QASIM SAIF** RRN : 17813486 | DEC.-2017	**YUKTI JAIN** RRN : 18810935| DEC.-2018	**KHUSHI KHURANA** RRN : 17813470 | DEC.-2017	**SHRUTI NAGAR** RRN : 19813148 | DEC.-2019	**ASHITA GOYAL** RRN : 18811006 | DEC.-2018

5 AIR	7 AIR	8 AIR	9 AIR	9 AIR	10 AIR
RUQQAIYA BETMAWALA RRN. 19813161 DEC.-2019	**SHIVANI SHARMA** RRN. 17813501 DEC.-2017	**SIMRAN RANKA** RRN. 17813436 DEC.-2017	**SHIVANGI SHARMA** RRN. 14801121 JUNE-2015	**MONIKA MEENA** RRN. 16800376 JUNE-2018	**DEEPAKSHI SUKHWANI** RRN. 14800176 DEC.-2015

CSEET

DIKSHA YADAV. RRN.: 18812867 2021	**SHREYA SAXENA** RRN.: 18812820 2021	**GURNEET KAUR SANDHU** RRN.: 19811353 2021	**SONIYA KUMAWAT** RRN.: 19811159 2021	**SAKSHI SHAKTAWAT** RRN.: 19911180 2021

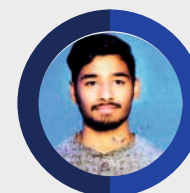| **RITESH RATHORE** RRN.: 22820076 2022	**KHUSHI RATHORE** RRN.: 22820077 2022	**VIDHI ACHARYA** RRN.: 22820079 2022	**BHANU PRATAP SINGH** RRN.: 22820083 2022	**DIVYANSHI NAGAR** RRN.: 22820105 2022	**SHIVANG DAKSH** RRN.: 22820102 2022
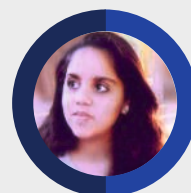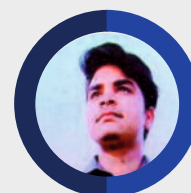
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CS-EXECUTIVE

| TOTAL ALL INDIA RANKS | 14 | TOTAL Selections | 661 |

1 AIR
AKANKSHA GUPTA
DEC. 2020 ATTEMPT

3 AIR
AAYUSH KAMEDIA
JUNE 2019 ATTEMPT

5 AIR
QASIM SAIF
DEC. 2018 ATTEMPT

8 AIR
RISHI MAHESHWARI
JUNE 2016 ATTEMPT

17 AIR
NEELU JETHANI
JUNE 2021 ATTEMPT

18 AIR
ZAINAB PETIWALA
JUNE 2019 ATTEMPT

20 AIR
NEHA SHEKHAWAT
JUNE 2019 ATTEMPT

24 AIR
ASHISH BANKA
JUNE 2018 ATTEMPT

24 AIR
MAHIMA SANCHETI
JUNE 2019 ATTEMPT

25 AIR
KHUSHI KHURANA
DEC. 2018 ATTEMPT

CS-PROFESSIONAL

| TOTAL ALL INDIA RANKS | 05 | TOTAL Selections | 449 |

6 AIR
GIRISH NAGAR
DEC. 2014 ATTEMPT
CS-PROFESSIONAL

10 AIR
AASHEE NAHAR
DEC. 2020 ATTEMPT
CS-PROFESSIONAL

10 AIR
ADITYA SINGH
JUNE 2019 ATTEMPT
CS-PROFESSIONAL

23 AIR
ARPITA MAHESHWARI
JUNE 2016 ATTEMPT
CS-PROFESSIONAL

25 AIR
ATISHA JAIN
JUNE 2016 ATTEMPT
CS-PROFESSIONAL

भारत का विश्वास
रेजोनेंस के साथ

India Map - Student Enrollment by State/UT:

- JAMMU & KASHMIR 2898
- LADAKH 11
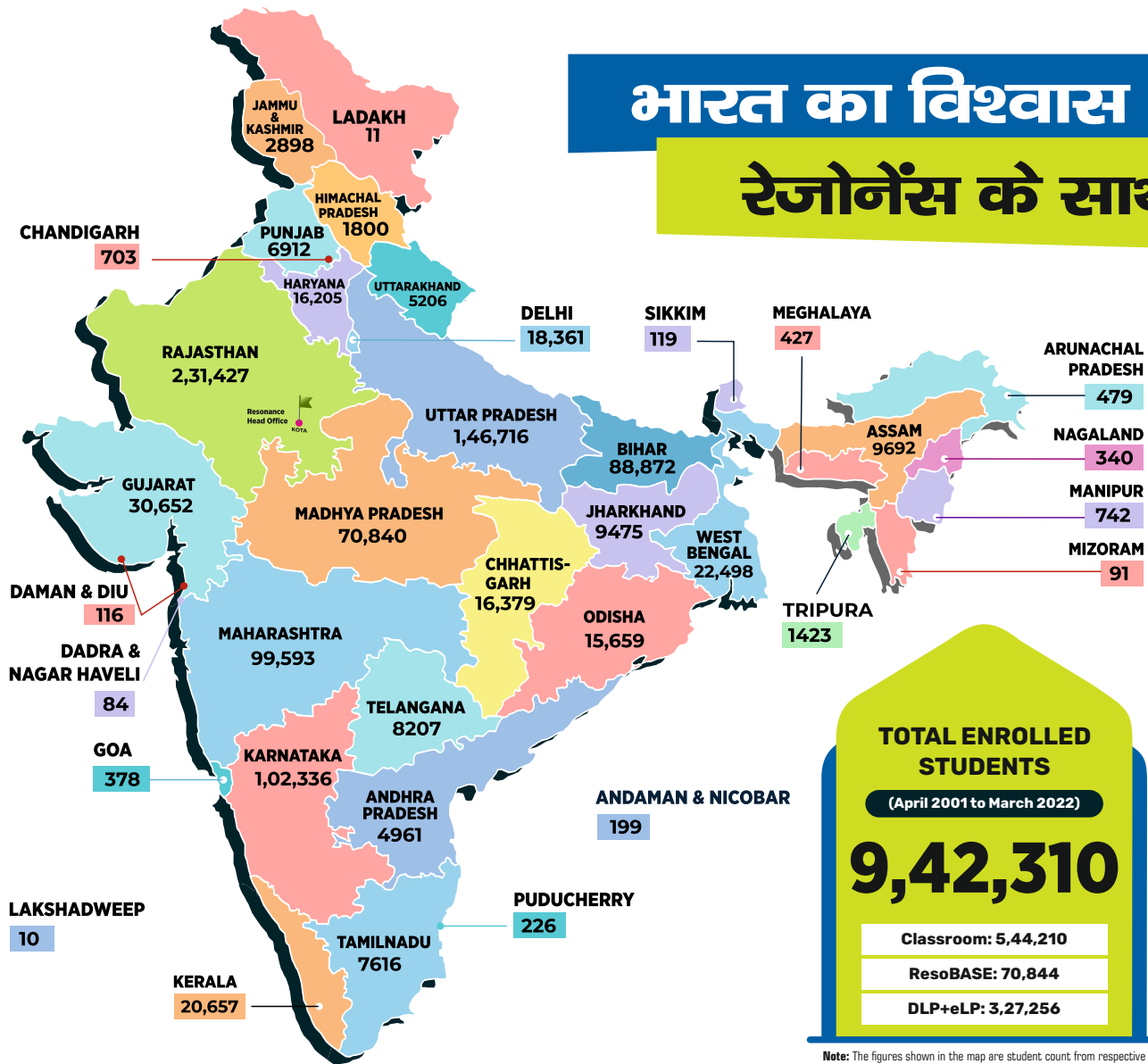- HIMACHAL PRADESH 1800
- CHANDIGARH 703
- PUNJAB 6912
- HARYANA 16,205
- UTTARAKHAND 5206
- DELHI 18,361
- SIKKIM 119
- MEGHALAYA 427
- ARUNACHAL PRADESH 479
- ASSAM 9692
- NAGALAND 340
- MANIPUR 742
- MIZORAM 91
- RAJASTHAN 2,31,427
- Resonance Head Office KOTA
- UTTAR PRADESH 1,46,716
- BIHAR 88,872
- GUJARAT 30,652
- MADHYA PRADESH 70,840
- JHARKHAND 9475
- WEST BENGAL 22,498
- DAMAN & DIU 116
- CHHATTISGARH 16,379
- ODISHA 15,659
- TRIPURA 1423
- DADRA & NAGAR HAVELI 84
- MAHARASHTRA 99,593
- TELANGANA 8207
- GOA 378
- KARNATAKA 1,02,336
- ANDHRA PRADESH 4961
- ANDAMAN & NICOBAR 199
- LAKSHADWEEP 10
- PUDUCHERRY 226
- TAMILNADU 7616
- KERALA 20,657

TOTAL ENROLLED STUDENTS
(April 2001 to March 2022)

9,42,310

Classroom:	5,44,210
ResoBASE:	70,844
DLP+eLP:	3,27,256

Note: The figures shown in the map are student count from respective State & Union Territory. The Map is only indicative and not to scale

Resonance : The Legacy of 21 Years (2001-2022) of Academic Excellence

JEE (Adv.) / IIT-JEE ▶ **50 हजार +** SELECTIONS SINCE 2002
229 AIRs in TOP-100 (Classroom + DLP)

JEE (Main) / AIEEE ▶ **2.40 लाख+** SELECTIONS SINCE 2009
136 AIRs in TOP-100 (Classroom + DLP)

NEET (UG) / AIPMT ▶ **19 हजार +** SELECTIONS SINCE 2012
19 AIRs in TOP-100 (Classroom + DLP)

NTSE SINCE 2006 ▶ **2440** Scholars

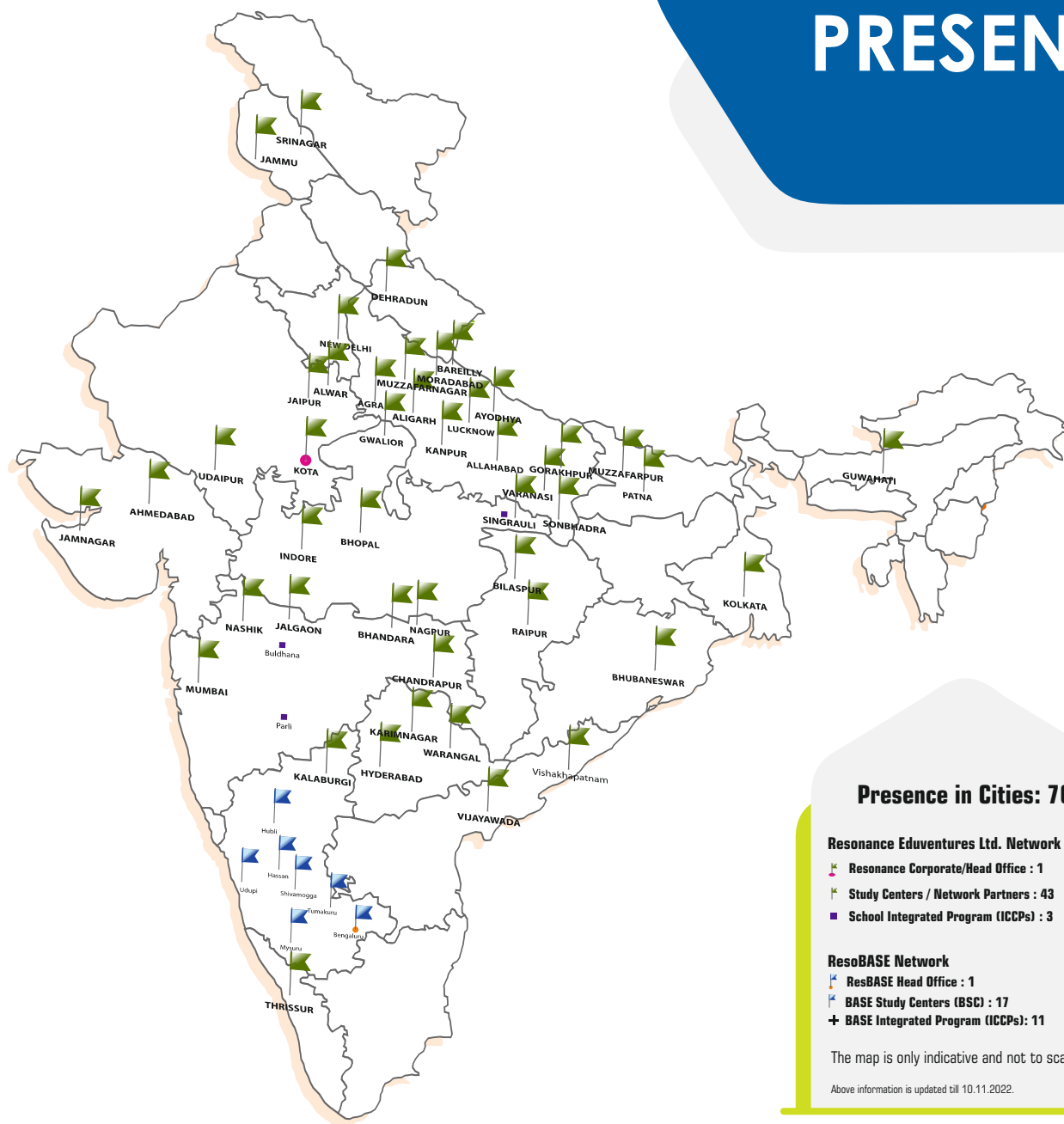**KVPY** SINCE 2006 ▶ **2859** Fellowship Winners

OLYMPIADS SINCE 2006 ▶ **52** Medalists (Gold/Silver/ Bronze) in International Olympiads

CA & CS SINCE 2013 ▶ **4179** Selections — 5 Times AIR-1 in CA & CS Exams

CLAT, SET & GPTU SINCE 2014 ▶ **77** Selections — AIR-1 in GPTU

Resonance®
Educating for better tomorrow

PAN INDIA PRESENCE

SRINAGAR
JAMMU
DEHRADUN
NEW DELHI
BAREILLY
MORADABAD
MUZZAFARNAGAR
ALWAR
JAIPUR
AGRA
ALIGARH
AYODHYA
GWALIOR
LUCKNOW
KANPUR
KOTA
ALLAHABAD
GORAKHPUR
MUZZAFARPUR
UDAIPUR
VARANASI
PATNA
GUWAHATI
AHMEDABAD
SINGRAULI
SONBHADRA
JAMNAGAR
BHOPAL
INDORE
BILASPUR
KOLKATA
NASHIK
JALGAON
NAGPUR
RAIPUR
Buldhana
BHANDARA
MUMBAI
CHANDRAPUR
BHUBANESWAR
Parli
KARIMNAGAR
WARANGAL
KALABURGI
HYDERABAD
Vishakhapatnam
Hubli
VIJAYAWADA
Hassan
Udupi
Shivamogga
Tumakuru
Bengaluru
Mysuru
THRISSUR

Presence in Cities: 76

Resonance Eduventures Ltd. Network
- Resonance Corporate/Head Office : 1
- Study Centers / Network Partners : 43   Total 47
- School Integrated Program (ICCPs) : 3

ResoBASE Network
- ResBASE Head Office : 1
- BASE Study Centers (BSC) : 17   Total 29
- BASE Integrated Program (ICCPs): 11

The map is only indicative and not to scale.

Above information is updated till 10.11.2022.

Resonance Eduventures Limited - Resonance Commerce & Law Program Division

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