



Department of Commerce
Sonopant Dandekar Arts, V.S. Apte
Commerce & M.H. Mehta Science
College, Palghar

Date: 20 November, 2018

To,
The Principal
Sonopant Dandekar Arts, V.S. Apte Commerce and
M.H. Mehta Science College,
Palghar.

Subject: Proposal for Organizing Seminar Career as Company Secretary.

Respected sir,

The Department of Commerce, in association with the Thane Chapter of The Institute of Company Secretaries of India, wishes to organize a career guidance seminar on "Career in Company Secretary." The basic objective of the seminar is to provide the information regarding company secretary and prospects.

Name of the Programme : **Seminar on "Career on Company Secretary"**

Organizer : **Department of Commerce in association with
The Institute of Company Secretaries of India,
Thane Chapter.**

Proposed Dates : 29th August, 2018

Speaker of the Programme : **Mrs. Kavita Chavan**
Assistant Director ICSI Thane Chapter and
CS Manthan Desai
Members of ICSI residing in Palghar.

Proposed Venue : BMS Seminar Hall

Proposed By

Dr. Manish Madhav Deshmukh
Assistant Professor and Head
Department of Commerce



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Sonopant Dandekar Arts, V.S. Apte Commerce & M.H. Mehta Science College, Palghar

Budget

The Institute of Company Secretary of India, Thane Chapter sent us a proposal to organize the career guidance seminar for our students. So, the Department of Commerce took the initiative and wished to organize this seminar. This seminar is sponsored by the Institute of Company Secretary of India, Thane Chapter.

Cost for Participants : No Cost is involved for Participants.

Proposed By

Dr. Manish Madhav Deshmukh
Assistant Professor and Head
Department of Commerce

Department of Commerce and the Institute of Company Secretaries of India.

**Organized Seminar on
“Career as Company Secretary”**

Seminar Invitation Letter

From: Thane
Sent: Tuesday, July 25, 2018 10:55 AM
To: manishdesh@yahoo.com; sdsmcollege@yahoo.com
Subject: FW: Request to Conduct Career Awareness Programme.

To,
Dr. Manish Deshmukh
HOD
Commerce Division
Sonopant Dandekar College.
Palghar.

Respected Sir,

Greetings from ICSI !

Kindly refer to the discussion Mr. Bharat Rathod official from the Institute of Company Secretaries of India, Thane Chapter had with you.

The Institute of Company Secretaries of India (ICSI) is a premier national professional body (imparting education primarily through distance learning) established by an Act of Parliament (Company Secretaries Act, 1980) to develop and regulate the profession of Company Secretaries. ICSI functions under the jurisdiction of Ministry of Corporate Affairs, Government of India. With 50,000 members and Over 4.5 lakh students, the Institute is in constant endeavour towards the transitioning of Company Secretaries as Governance Professionals.

The Institute of Company Secretaries of India is the largest CS Professional organization which is globally recognized for guiding Industry and academia on the highest standards of Corporate Governance. The ICSI defines Corporate Governance as the application of best management practices, compliance of law in true letter and spirit and adherence to ethical standards for effective management and distribution of wealth and discharge of social responsibility for sustainable development of all stakeholders.

The Company Secretary is:

- A Key Managerial Personnel and an expert in corporate laws, securities laws & capital market and corporate governance
- Advisor to the board of directors on best practices in corporate governance
- Responsible for all regulatory compliances of the company
- Corporate planner and strategic manager

With this introduction, we request you to kindly give your consent for organising a session on “Career as a Company Secretary” for the students of your esteemed College. Wherein we can apprise 10+2 appearing students about career prospects for Company Secretaries.

We would like to conduct this session on Wednesday 26th July 2018 for 12th class students in the afternoon session after 2.30 pm. The session will be conducted by Ms Rehana Khan Vice Chairperson of the Thane Chapter of ICSI and CS Manthan Desai one of the members of ICSI residing in Palghar.

We request you to kindly give your consent for the same.

Thanks & Regards

Kavita Chavan
Assistant Director
ICSI Thane Chapter

ICSI-Thane Chapter

E-mail: thane@icsi.edu

Contact No:022- 2589 1333/3793

For prompt/fast reply to your queries, register your grievances at www.icsi.in/student Login with your registration no. or membership no go to Home/Suggestions/Grievances. You can also call at our Call Centre helpline number 011-33132333 /66204999 (Monday –Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m.)

Department of Commerce and the Institute of Company Secretaries of India.

Organized Seminar on
“Career as Company Secretary”

Thanking Letter from Institute

From: Thane
Sent: Thursday, July 27, 2018 6:06 PM
To: manishdesh@yahoo.com; sdsmcollege@yahoo.com
Cc: rehanakhan_89@yahoo.co.in; nitinupadhye@gmail.com
Subject: RE: Request to Conduct Career Awareness Programme.

To,
Dr. Manish Deshmukh
HOD
Commerce Division
Sonopant Dandekar College.
Palghar.

Respected Sir,

Greetings from ICSI!

At the outset, we thank you for the opportunity, support, cooperation and other formal-informal things that your esteemed college administration has done in scheduling yesterday's 'Career Awareness Session' for the students. It was indeed a grand experience that was quite inspiring.

Institute of Company Secretaries of India has identified some cities across the coastal belt of India. ICSI will be exploring coastal cities under Project “आई सी एस आई गिरिसागर विकास योजना”. Palghar city has been selected as one of the cities in Maharashtra.

Under this project, ICSI will be conducting a Career Awareness Programme and Career Counselling in schools for participation in the CS Olympiad competition. ICSI is also trying to explore the possibility of establishing study centres in collaboration with Colleges/ Universities where the Institute does not have a Regional OR Chapter Office to provide basic services as well as coaching facilities to the students belonging to this jurisdiction.

Keeping this in view, we request you to kindly allow us to conduct the Mega programme for the students 11th, 12th standard, first year and final year of Graduation on any 28th or 29th August 2018. Mega programme may be a joint programme wherein a gathering of 2-3 colleges is done and prominent people of that particular city may be invited to address the gathering.

We are also looking forward to establishing a visibility exercise in the local newspapers/ TV Channels (Cable TV) through your college.

Anticipating a favourable response on the above.

Thanks & Regards

Kavita Chavan

Assistant Director

Department of Commerce and The Institute of Company Secretaries of India.

Organized Seminar on

“Career as Company Secretary”

Photographs



Mrs. Kavita Chavan Assistant Director ICSI Thane Chapter with Prin. Dr. Kiran Save



CS Manthan Desai Members of ICSI



Student participants

Department of Commerce and The Institute of Company Secretaries of India.

Organized Seminar on

“Career as Company Secretary”

EVENT REPORT

Name of the Event	:	“Career as Company Secretary”
Speaker of the Programme	:	Mrs. Kavita Chavan Assistant Director ICSI Thane Chapter and CS Manthan Desai Members of ICSI residing in Palghar.
Date	:	29th August, 2018
No. of Students Participated	:	

About the Event:

The Department of Commerce organized a Career Guidance Seminar on 29th August 2018 titled "Career in Company Secretary." In association with Thane Chapter of The Institute of Company Secretaries of India. The main goal was to provide information about Company Secretaries and the career opportunities in the industries.

Mrs. Kavita Chavan Assistant Director ICSI Thane Chapter and **CS Manthan Desai**, Members of ICSI residing in Palghar were the expert speakers for the seminar.

Dr. Manish Deshmukh was the coordinator of this training program.

Event Objectives :

- 1) To provide the information about company secretary as a career opportunity.
- 2) To guide the participants about career options for the company secretary in the industries.
- 3) To clarify the professional and educational prerequisites for becoming a company secretary.
- 4) To offer direction and mentoring for those aspiring to succeed as company secretaries.

Learning Outcome :

- 1) The explanation of the roles and responsibilities of company secretaries.
- 2) Information about the Company Secretary course and its registration process.
- 3) Details about the examination schedules.
- 4) Guidance regarding the examinations conducted and preparation to achieve success in the company secretary examination.
- 5) Procure to become certified company secretary by the Institute of Company Secretaries of India (ICSI).
- 6) There was a discussion about company secretary success strategies, with an emphasis on the fundamental knowledge and abilities needed to succeed in the field.



Dr. Manish Madhav Deshmukh

Assistant Professor and Head

Department of Commerce