

User Manual

For Student

Applying for Qualification Based Subject Exemption

Process 1: Applying for Subject Based Exemption


1. Student will visit link <https://smash.icsi.edu/Scripts/login.aspx> . Enter valid user id and password. Enter captcha as shown on screen as per screen 1. Click on Submit Button.

Screen 1

2. After login student will click on module, then will click on Subject Exemption and click on link “Apply for Qualification Based Exemption Request”.

Screen 2

3. On the page opened, as per eligibility student will view only those subjects on which he/she is entitled to apply for exemption as per course and syllabus. Refer screen 3.


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Apply for Qualification Based Exemption Request

Search Criteria

Course
Syllabus

Qualification Type
Group

Subject
Qualification Based

Subject Code

Search Result


Total Records: 1
Page Size 20

SELECT	COURSE	SYLLABUS	GROUP	SUBJECT	SUBJECT CODE	QUALIFICATION BASED	QUALIFICATION TYPE
<input type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	322	Yes	ICAI/Cost

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Screen 3

- Now click checkbox against particular subject and click on apply button. Refer to screen 4.


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Apply for Qualification Based Exemption Request

Search Criteria

Course
Syllabus

Qualification Type
Group

Subject
Qualification Based

Subject Code

Search Result


Total Records: 1
Page Size 20

SELECT	COURSE	SYLLABUS	GROUP	SUBJECT	SUBJECT CODE	QUALIFICATION BASED	QUALIFICATION TYPE
<input checked="" type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	322	Yes	ICAI/Cost

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Screen 4

- On click of apply, student will be asked to upload Mark sheet and Certificate for qualification against which student is request for exemption. Student will have read instructions and click on Proceed button as shown in screen 5.


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Welcome to The Institute of Company Secretaries of India - Google Chrome

223.30.223.235/ICSQA/Scripts/Exemption/Subject/Subject_ExemptionRequest.aspx

Apply for Qualification Based Exemption

* Mandatory Fields

Exemption Qualification Type
ICAICost

Fee Amount
9000.00

Upload Document

Document Type *
--Select--
--Select--
Marksheet
Certificate

Upload Document *
Choose File
No file chosen

UPLOAD

* Please upload .pdf, .jpg, .png, .doc and .docx files only.

* The size of file to be uploaded should be less than 2 MB.

* File name should be 3-100 chars long and consists of only alphanumeric chars and '-' and '_'.

* Student should have at least 50% aggregate marks in LLB to avail LLB based exemption.

* Kindly upload either original or attested copy of Documents , otherwise your request for exemption will be cancelled.

* All mark sheets should be uploaded in a single PDF file.

Proceed

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Screen 5

6. If student wish to remove and upload documents before proceed button is clicked, then click on remove link against particular document and upload it again by selecting relevant document again and click on upload button. Then click on Proceed button to make payment.

Apply for Qualification Based Exemption

* Mandatory Fields

Exemption Qualification Type
ICAICost

Fee Amount
9000.00

Upload Document

Document Type *
--Select--

Upload Document *
Choose File
No file chosen

UPLOAD

S.No.	Document Type	Document Name	Download	Remove	Status
1	Certificate	Desert.jpg	Download	Remove	Pending
2	Marksheet	Chrysanthemum.jpg	Download	Remove	Pending

* Please upload .pdf, .jpg, .png, .doc and .docx files only.

* The size of file to be uploaded should be less than 2 MB.

* File name should be 3-100 chars long and consists of only alphanumeric chars and '-' and '_'.

* Student should have at least 50% aggregate marks in LLB to avail LLB based exemption.

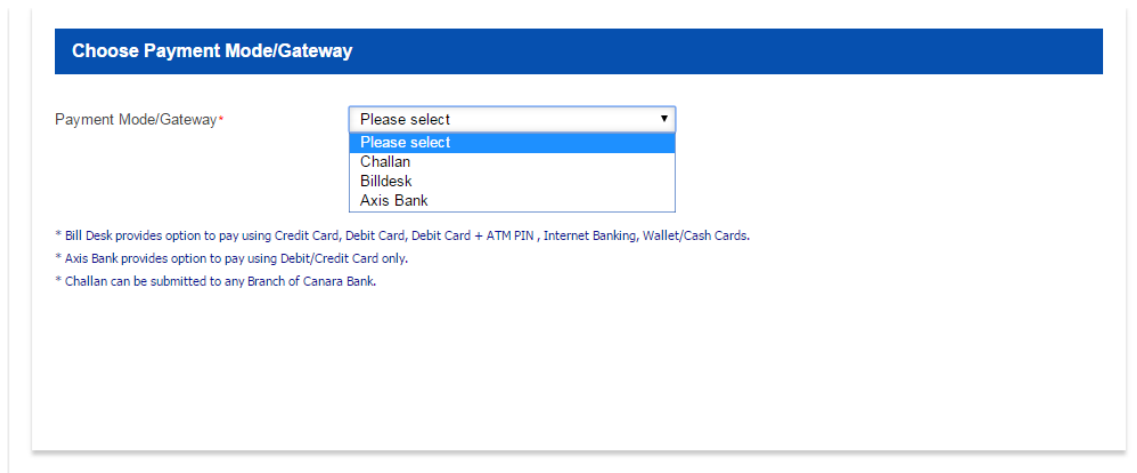
* Kindly upload either original or attested copy of Documents , otherwise your request for exemption will be cancelled.

* All mark sheets should be uploaded in a single PDF file.

Proceed

Screen 6

7. After click on proceed button, student will select relevant option from dropdown like Bill desk , Challan and Axis Bank. Refer Screen 7 & 8.



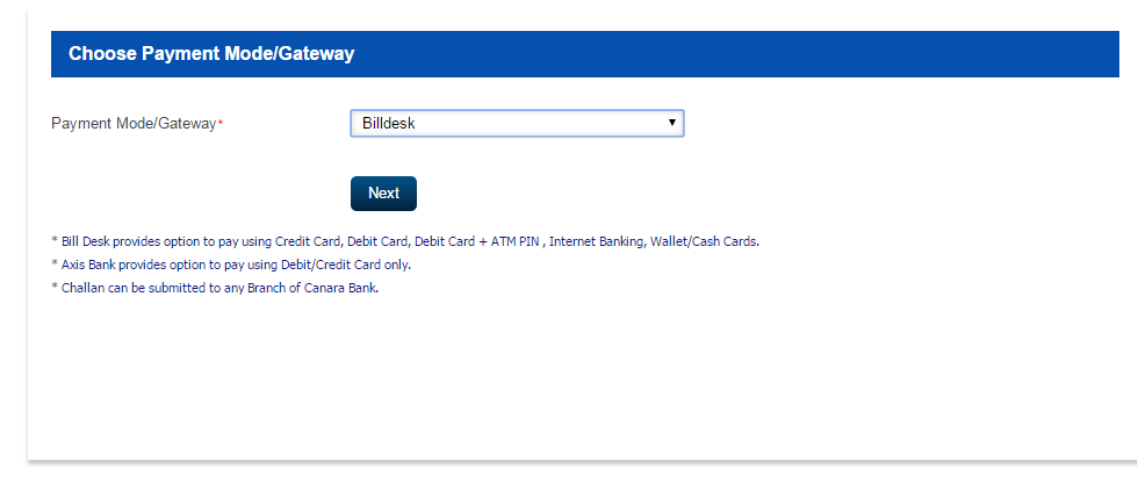
Choose Payment Mode/Gateway

Payment Mode/Gateway*

- Please select
- Please select
- Challan
- Billdesk
- Axis Bank

* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN , Internet Banking, Wallet/Cash Cards.
* Axis Bank provides option to pay using Debit/Credit Card only.
* Challan can be submitted to any Branch of Canara Bank.

Screen 7



Choose Payment Mode/Gateway

Payment Mode/Gateway*

Billdesk

Next

* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN , Internet Banking, Wallet/Cash Cards.
* Axis Bank provides option to pay using Debit/Credit Card only.
* Challan can be submitted to any Branch of Canara Bank.

Screen 8

8. After selecting payment gateway, student will view transaction id and request if which he/she should note for future purpose. Now click on proceed button. Refer screen 9.
9. On successful payment, student will be able to view receipt and also take print out of same by clicking on print button as given on screen. Refer screen 10.

Your Request id is: 9950000743

Your Transaction id is: 5001509

Your Request has been received.
Please note this is for all future communication.
The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- Subject Exemption

Name:- Anjali Sharan

Mobile Number:- 916655446677

Email Address:- anjali@sifycorp.com

Amount:- 10980.00

Payment Mode:- Billdesk

Proceed

Screen 9

Payment Status

Your Request id is: 9950000743

Your Transaction id is: 5001509

Your Payment of 10980.00 has been processed successfully.

Payment Type:- Subject Exemption

Name:- Anjali Sharan

Mobile Number:- 916655446677

Email Address:- anjali@sifycorp.com

S.No.	Description	Amount
1	EXEMPTION FEE EXECUTIVE	9000.00
2	Value Added Tax	900.00
3	Service Tax	1080.00
Total Amount:		10980.00

Basic ST @ 14%	S.B. Cess @ 0.50%	K.K. Cess @ 0.50%	Total Tax Amount	Total Amount	Rounding Off	Receipt Amount
0.00	0.00	0.00	0.00	10980.00	0.00	10980.00

Accepted Fees 10980.00

Amount in words: Ten Thousand Nine Hundred and Eighty Only

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Authorised Signatory

Print

Screen 10

- On success of payment if student again try to apply for same subject exemption then system will flash an alert that "Exemption is already requested for this subject" as shown in screen 11.

Welcome to The Institute of Company Secretaries of India - Google Chrome

223.30.223.235/ICSIQA/Scripts/Exemption/Subject/Subject_ExemptionRequest.aspx

Apply for Qualification Based Exemption

223.30.223.235 says:
Exemption is already requested for this subject.

OK

* Mandatory Fields

Exemption Qualification Type

Fee Amount

Upload Document

Document Type *

Upload Document *

Choose File No file chosen

* Please upload .pdf, .jpg, .png, .doc and .docx files only.
* The size of file to be uploaded should be less than 2 MB.
* File name should be 3-100 chars long and consists of only alphanumeric chars and '-' and '_'.
* Student should have at least 50% aggregate marks in LLB to avail LLB based exemption.
* Kindly upload either original or attested copy of Documents , otherwise your request for exemption will be cancelled.
* All mark sheets should be uploaded in a single PDF file.

Proceed

Screen 11

11. In order to view your exemption request after applying and successful payment, click on Module from menu bar, then click on Subject Exemption and click on link “Qualification Based Exemption Requests” as shown in screen 12.

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HOME MODULE PROFILE LOGOUT

Apply for Exemption Request

STUDENT SERVICES +

SHORT TERM TRAINING +

LONG TERM TRAINING +

TRAINING EXEMPTION +

ENROLLMENT +

COACHING MODULE +

COMPLAINT MANAGEMENT +

ETRAINING +

APPROPRIATION +

SUBJECT EXEMPTION -

STUDENT REGISTRATION +

STUDY DISPATCH +

SWITCH OVER +

APPLY FOR QUALIFICATION BASED EXEMPTION REQUEST

QUALIFICATION BASED EXEMPTION REQUESTS

QUALIFICATION BASED EXEMPTION CANCELLATION REQUESTS

Syllabus --All--

Group --All--

Qualification Based --All--

Search Clear

Total Records: 1 Page Size 20

SUBJECT	SUBJECT CODE	QUALIFICATION BASED	QUALIFICATION TYPE
COST AND MANAGEMENT ACCOUNTING	322	Yes	ICAI/Cost

Apply

Screen 12

12. On link opened, user will be able to view all request which he/she has made for qualification based exemption. Student can edit those applications on which admin as not taken action or admin has done “Call for” on those applications. Refer to screen 13.

Qualification Based Exemption Request

Search Criteria

Course	--All--	Syllabus	--All--
Group	--All--	Subject	--All--
Qualification Type	--All--	Subject Code	
Qualification Based	--All--	Request Date	<input type="text"/> To <input type="text"/>
Approved Date	<input type="text"/> To <input type="text"/>	Status	--All--
Payment Status	--All--		

Search Clear

Search Result

Total Records: 1 Page Size 20											
SELECT	COURSE	SYLLABUS	GROUP	SUBJECT	SUBJECT CODE	QUALIFICATION BASED	QUALIFICATION TYPE	FEE IN RUPEES	REQUEST DATE	APPROVED DATE	PAYMENT STATUS
<input type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	322	Yes	ICAI/Cost	9000.00	14/10/2016		Pending

Edit Cancel Exemption

Screen 13

13. In case admin has done call for on a particular application, student will select against that particular checkbox and click on "Edit" button.

Group	--All--	Subject	--All--
Qualification Type	--All--	Subject Code	
Qualification Based	--All--	Request Date	<input type="text"/> To <input type="text"/>
Approved Date	<input type="text"/> To <input type="text"/>	Status	--All--
Payment Status	--All--		

Search Clear

Search Result

Total Records: 1 Page Size 20											
SELECT	COURSE	SYLLABUS	GROUP	SUBJECT	SUBJECT CODE	QUALIFICATION BASED	QUALIFICATION TYPE	FEE IN RUPEES	REQUEST DATE	APPROVED DATE	PAYMENT STATUS
<input checked="" type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	322	Yes	ICAI/Cost	9000.00	14/10/2016		Call For

Edit Cancel Exemption

Screen 14

14. Student will be able to view those documents which are disapproved and student need to upload disapproved documents again. Select document from document type which is disapproved by admin and upload it again. Refer to screen 15. After uploading documents student will have to enter remarks and click on Re-Submit button.

Applied Qualification Based Exemption Request

* Mandatory Fields

Exemption Qualification Type

ICAI Cost

Fee Amount

₹000.00

Upload Document

* Mandatory Fields

Document Type *

Marksheet

Upload Document *

Choose File

No file chosen

UPLOAD

S.No.	Document Type	Document Name	Download	Remove	Status
1	Certificate	Desert.jpg	Download	Remove	Approved

Disapproved Document

* Mandatory Fields

S.No.	Document Type	Document Name	Download	Status
1	Marksheet	Chrysanthemum.jpg	Download	Disapproved

Communication History

* Mandatory Fields

S.No.	Remarks	Date	Remarks By
1	please re send again	14/10/2016	EX ADMIN

Remarks *

* Please upload .pdf, .jpg, .png, .doc and .docx files only.

* The size of file to be uploaded should be less than 2 MB.

* File name should be 3-100 chars long and consists of only alphanumeric chars and '-' and '_'.

* Student should have at least 50% aggregate marks in LLB to avail LLB based exemption.

* Kindly upload either original or attested copy of Documents , otherwise your request for exemption will be cancelled.

* All mark sheets should be uploaded in a single PDF file.

Re Submit

Close

Screen 15

15. On Click of Resubmit button, status of application will be changed to Resubmitted and ICSI admin will be able to view those application for further processing. Refer to screen 16.

Qualification Based Exemption Request

Search Criteria

Course	--All--	Syllabus	--All--
Group	--All--	Subject	--All--
Qualification Type	--All--	Subject Code	
Qualification Based	--All--	Request Date	<input type="text"/> To <input type="text"/>
Approved Date	<input type="text"/> To <input type="text"/>	Status	--All--
Payment Status	--All--		

Search Clear

Search Result



Total Records: 1 Page Size 20

SELECT	COURSE	SYLLABUS	GROUP	SUBJECT	SUBJECT CODE	QUALIFICATION BASED	QUALIFICATION TYPE	FEE IN RUPEES	REQUEST DATE	APPROVED DATE	APPLICATION STATUS	PAYMENT STATUS
<input type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	322	Yes	ICAI Cost	9000.00	14/10/2016		Re Submitted	Success

Edit Cancel Exemption

Screen 16

16. On approval by admin, exemption will granted to student and status of application will be approved as shown in screen 17.

HOME MODULE + PROFILE + LOGOUT

Qualification Based Exemption Request

Search Criteria

Course	--All--	Syllabus	--All--
Group	--All--	Subject	--All--
Qualification Type	--All--	Subject Code	
Qualification Based	--All--	Request Date	<input type="text"/> To <input type="text"/>
Approved Date	<input type="text"/> To <input type="text"/>	Status	--All--
Payment Status	--All--		

Search Clear

Search Result

Total Records: 1 Page Size 20

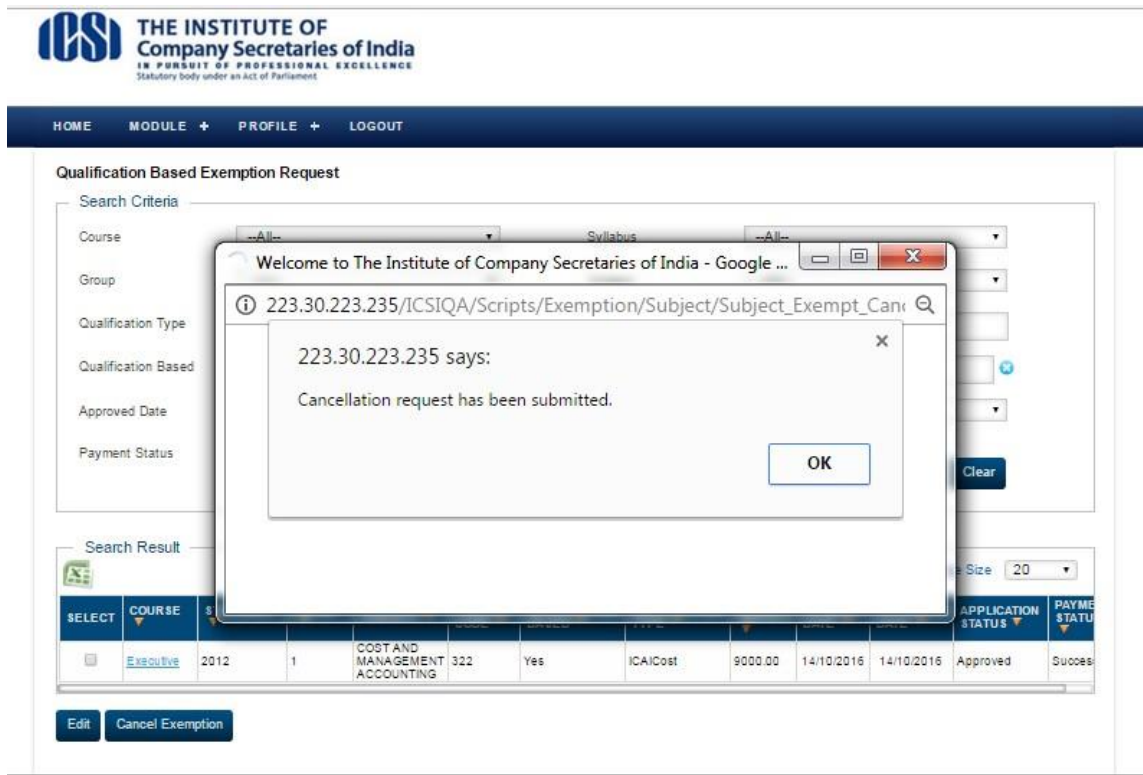
SELECT	COURSE	SYLLABUS	GROUP	SUBJECT	SUBJECT CODE	QUALIFICATION BASED	QUALIFICATION TYPE	FEE IN RUPEES	REQUEST DATE	APPROVED DATE	APPLICATION STATUS	PAYMENT STATUS
<input type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	322	Yes	ICAI Cost	9000.00	14/10/2016	14/10/2016	Approved	Success

Edit Cancel Exemption

Screen 17

Process 2: Exemption Cancellation Request by Student

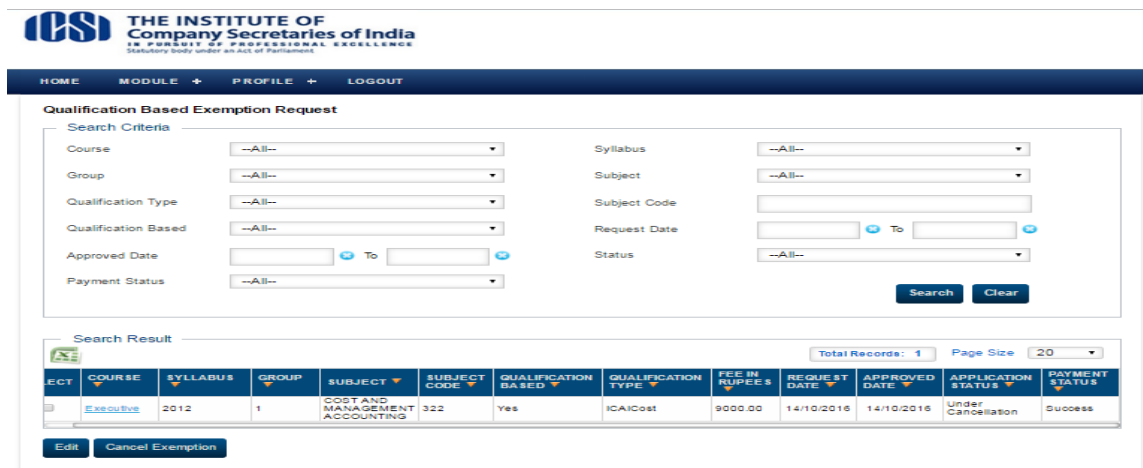
17. If student wishes to do cancellation of granted exemption, click on check box against that particular subject and click on “Cancel Exemption” button. Refer screen 18.



The screenshot shows the ICSI portal interface. At the top is the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India". Below this is a navigation bar with "HOME", "MODULE +", "PROFILE +", and "LOGOUT". The main heading is "Qualification Based Exemption Request". Under "Search Criteria", there are dropdown menus for "Course", "Group", "Qualification Type", "Qualification Based", "Approved Date", and "Payment Status". A modal dialog box is open in the center, displaying the message: "223.30.223.235 says: Cancellation request has been submitted." with an "OK" button. Below the dialog, the "Search Result" section shows a table with columns: SELECT, COURSE, SYLLABUS, GROUP, SUBJECT, SUBJECT CODE, QUALIFICATION BASED, QUALIFICATION TYPE, FEE IN RUPEES, REQUEST DATE, APPROVED DATE, APPLICATION STATUS, and PAYMENT STATUS. The table contains one row for "Executive" course, 2012 group, 1 syllabus, "COST AND MANAGEMENT ACCOUNTING" subject, subject code 322, qualification based "Yes", qualification type "ICAI Cost", fee 9000.00, request date 14/10/2016, approved date 14/10/2016, application status "Approved", and payment status "Success". At the bottom of the table are "Edit" and "Cancel Exemption" buttons.

Screen 18

18. On successful submission of cancellation request user will receive message as “Cancellation request has been submitted.” Also status of such application will be changed to “Under Cancellation.” Refer Screen 19.



The screenshot shows the ICSI portal interface. At the top is the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India". Below this is a navigation bar with "HOME", "MODULE +", "PROFILE +", and "LOGOUT". The main heading is "Qualification Based Exemption Request". Under "Search Criteria", there are dropdown menus for "Course", "Group", "Qualification Type", "Qualification Based", "Approved Date", and "Payment Status". There are also input fields for "Syllabus", "Subject", "Subject Code", "Request Date", and "Status". A "Search" button is at the bottom right of the search criteria section. Below the search criteria, the "Search Result" section shows a table with columns: SELECT, COURSE, SYLLABUS, GROUP, SUBJECT, SUBJECT CODE, QUALIFICATION BASED, QUALIFICATION TYPE, FEE IN RUPEES, REQUEST DATE, APPROVED DATE, APPLICATION STATUS, and PAYMENT STATUS. The table contains one row for "Executive" course, 2012 group, 1 syllabus, "COST AND MANAGEMENT ACCOUNTING" subject, subject code 322, qualification based "Yes", qualification type "ICAI Cost", fee 9000.00, request date 14/10/2016, approved date 14/10/2016, application status "Under Cancellation", and payment status "Success". At the bottom of the table are "Edit" and "Cancel Exemption" buttons.

Screen 19

19. In order to view cancellation request, go to Module->Subject Exemption and click on Qualification based Exemption Cancellation requests. Student will visit link which will show status of Exemption Cancellation request. Refer screen 21.

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HOME MODULE - PROFILE + LOGOUT

Qualification Based Exemption Request

Search Criteria:

- Course: --All--
- Group: --All--
- Qualification Type: --All--
- Qualification Based: --All--
- Approval Date: To
- Cancel Approval Date: To
- Syllabus: --All--
- Subject: --All--
- Subject Code:
- Exempt Request Date: To
- Cancel Request Date: To
- Cancellation Status: --All--

Search **Clear**

Total Records: 1 Page Size: 20

SELECT	COURSE	SYLLABUS	GROUP	SUBJECT	QUALIFICATION TYPE	SUBJECT CODE	QUALIFICATION BASED	EXEMPTION APPLICATION REQUEST DATE	EXEMPTION APPLICATION APPROVAL DATE	CANCELLATION REQUEST DATE	EXEMPTION CANCELLATION
<input type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	ICAIcost	322	Yes	14/10/2016	14/10/2016	14/10/2016	Pending

View

Screen 20

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HOME MODULE + PROFILE + LOGOUT

Qualification Based Exemption Cancellation Request

Search Criteria:

- Course: --All--
- Group: --All--
- Qualification Type: --All--
- Qualification Based: --All--
- Approval Date: To
- Cancel Approval Date: To
- Syllabus: --All--
- Subject: --All--
- Subject Code:
- Exempt Request Date: To
- Cancel Request Date: To
- Cancellation Status: --All--

Search **Clear**

Search Result

Total Records: 1 Page Size: 20

LECT	COURSE	SYLLABUS	GROUP	SUBJECT	QUALIFICATION TYPE	SUBJECT CODE	QUALIFICATION BASED	EXEMPTION APPLICATION REQUEST DATE	EXEMPTION APPLICATION APPROVAL DATE	CANCELLATION REQUEST DATE	EXEMPTION CANCELLATION
<input checked="" type="checkbox"/>	Executive	2012	1	COST AND MANAGEMENT ACCOUNTING	ICAIcost	322	Yes	14/10/2016	14/10/2016	14/10/2016	Pending

View

Screen 21

20. On approval by admin, request for cancellation of exemption will be granted and status of cancellation of exemption will be approved.
21. Also status in exemption grid link will be changed to cancelled.