

User Manual for “Switch Over & Revert Switch Over”

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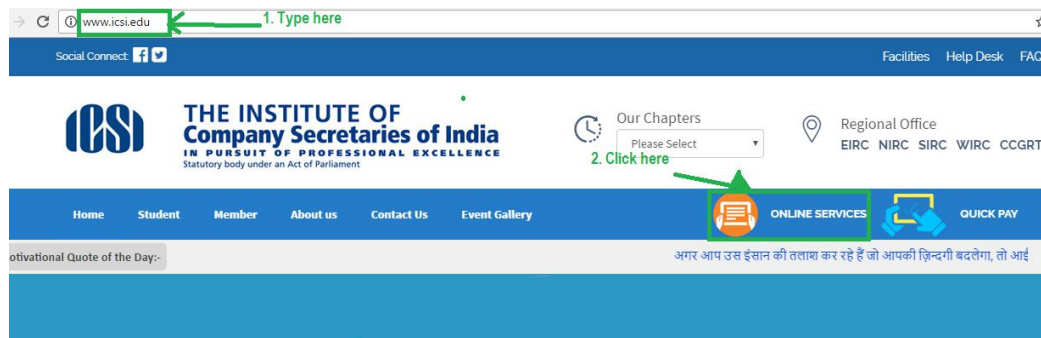
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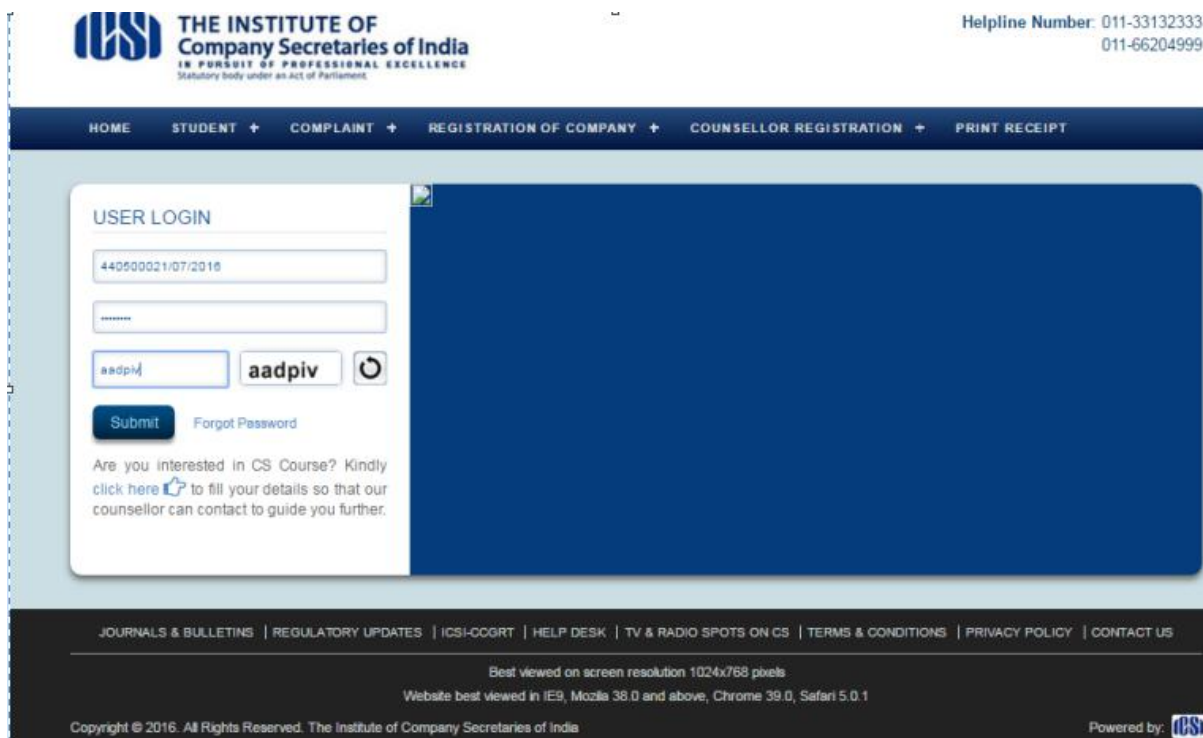
Apply for Switch Over From Old Syllabus to New Syllabus (Student Part)

Step 1:

1. In order to apply for switch over from old syllabus to new syllabus, type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".



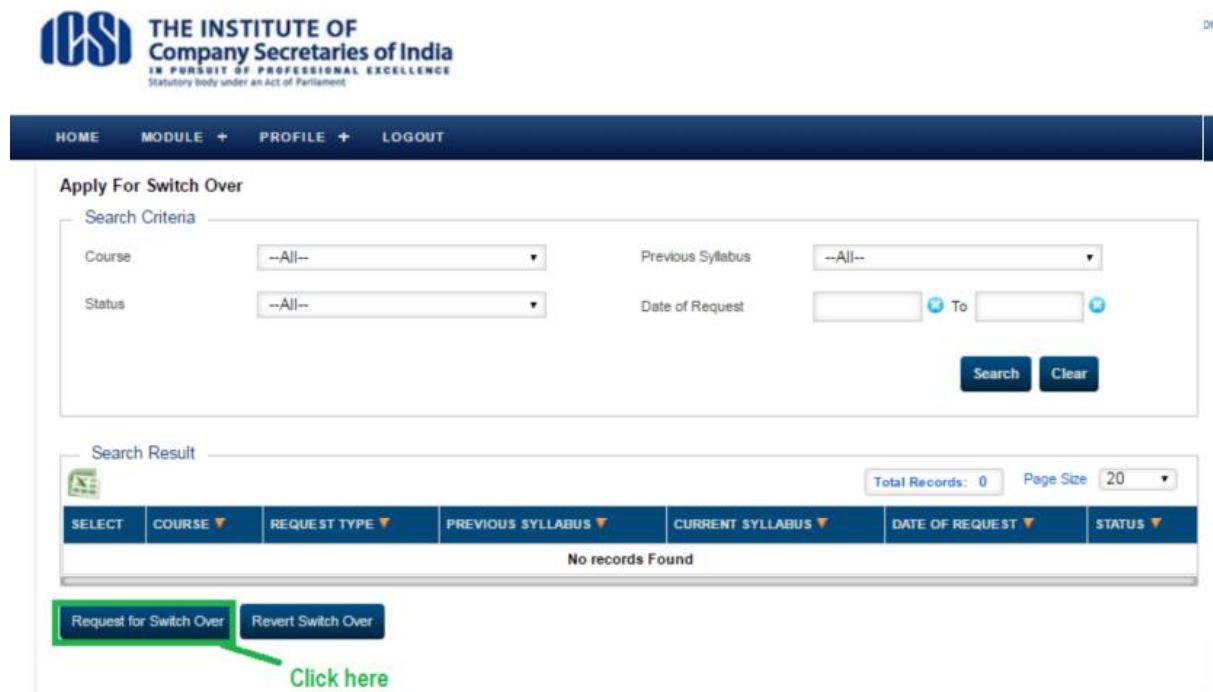
2. Now, click on link "New Foundation Student Login/Executive Student Login" as per below screen ; user will be shown below screen.



Step 2: Click on Module > Switch Over > Apply For Switch Over



Step 3: Student Request Screen



Step 4: Student Screen

Apply For Switch Over

* Mandatory Fields

Course:

Name:

Registration Number:

Existing Syllabus:

2007 Subjects

Group	Subject	Subject Code
1	GENERAL AND COMMERCIAL LAWS	221
1	COMPANY ACCOUNTS, COST & MANAGEMENT ACCOUNTING	222
1	TAX LAWS	223
2	COMPANY LAW	224
2	ECONOMICS AND LABOUR LAWS	225
2	SECURITIES LAWS AND COMPLIANCES	226

Changed Syllabus after Switch Over:

2012 Subjects

Group	Subject	Subject Code
1	COMPANY LAWS	321
1	COST AND MANAGEMENT ACCOUNTING	322
1	ECONOMICS AND COMMERCIAL LAW	323
1	TAX LAW AND PRACTICE	324
2	COMPANY ACCOUNTS AND AUDITING PRACTICES	325
2	CAPITAL MARKETS AND SECURITY LAWS	326
2	INDUSTRIAL LABOUR AND GENERAL LAWS	327

I Agree with Terms & Condition 1

Step 5: Confirmation Screen

Apply For Switch Over

* Mandatory Fields

223.30.223.235 says:

Are you sure you want to Submit?

Apply For Switch Over

223.30.223.235 says:

Your syllabus has been switched over from 2007 to 2012.

OK

*** Mandatory Fields**

Course

Name

Registration Number

Existing Syllabus

2007 Subjects

Group	Subject	Subject Code
1	GENERAL AND COMMERCIAL LAWS	221
1	COMPANY ACCOUNTS, COST & MANAGEMENT ACCOUNTING	222
1	TAX LAWS	223
2	COMPANY LAW	224
2	ECONOMICS AND LABOUR LAWS	225
2	SECURITIES LAWS AND COMPLIANCES	226

Changed Syllabus after Switch Over

2012 Subjects

Tracking of Requests for Switch Over From Old Syllabus to New Syllabus (Admin Part)

Step 1: Admin Step for Tracking (After log in)



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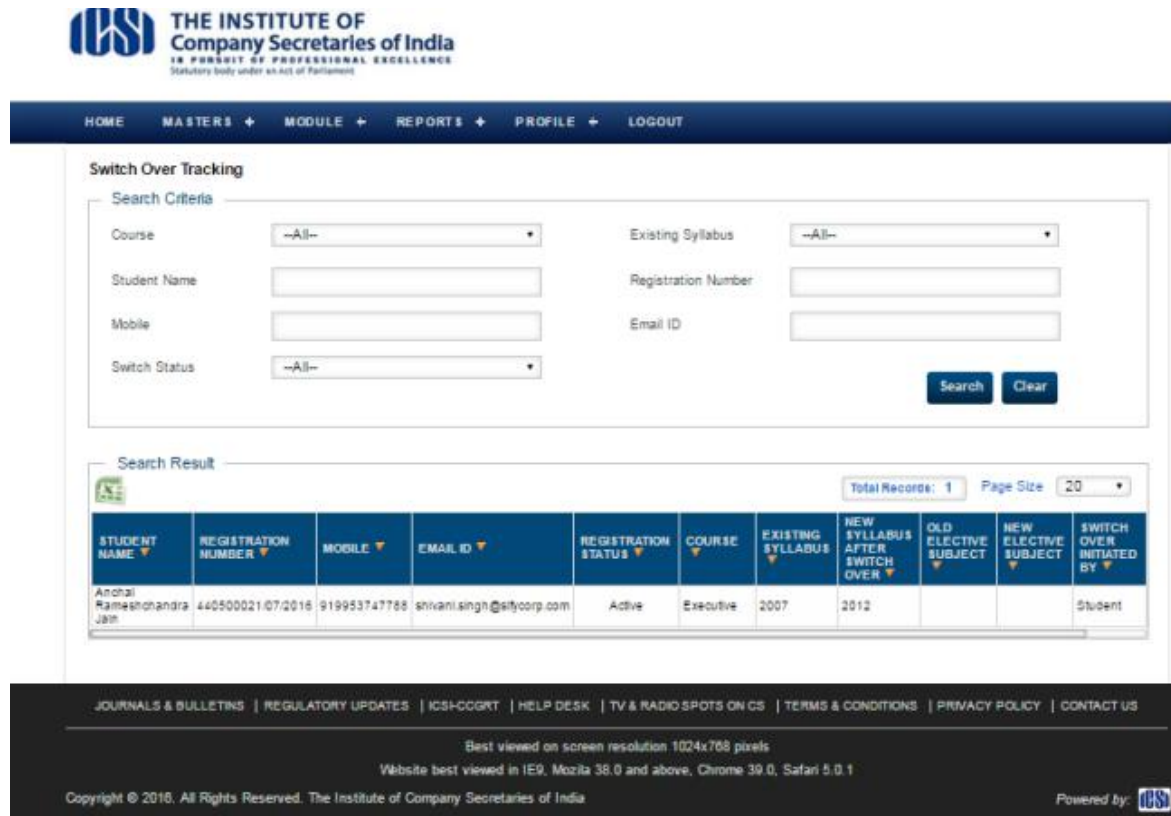
Welcome: [Home](#) [Lo](#)

HOME MASTERS + MODULE - REPORTS + PROFILE + LOGOUT

Dashboard for ICSI

- PAYMENT GATEWAY +
- PAYMENT GATEWAY RECONCILIATION +
- COACHING MODULE +
- COMPLAINT MANAGEMENT +
- PRE-REGISTRATION +
- STUDENT REGISTRATION +
- STUDY DISPATCH +
- SWITCH OVER -
 - SUBJECT WISE EXEMPTION MAPPING
 - REVERT SWITCH OVER APPROVAL
 - SWITCH OVER BY ADMIN
 - SWITCH OVER TRACKING

Step 2: Switch Over Tracking



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HOME MASTERS + MODULE + REPORTS + PROFILE + LOGOUT

Switch Over Tracking

Search Criteria

Course: --All-- Existing Syllabus: --All--

Student Name:

Registration Number:

Mobile:

Email ID:

Switch Status: --All--

Search Result

Total Records: 1 Page Size: 20

STUDENT NAME	REGISTRATION NUMBER	MOBILE	EMAIL ID	REGISTRATION STATUS	COURSE	EXISTING SYLLABUS	NEW SYLLABUS AFTER SWITCH OVER	OLD ELECTIVE SUBJECT	NEW ELECTIVE SUBJECT	SWITCH OVER INITIATED BY
Anjali Rameshchandra Jain	440500021/07/2016	919953747768	shivani.singh@sitcorp.com	Active	Executive	2007	2012			Student

JOURNALS & BULLETINS | REGULATORY UPDATES | ICSH-CGRT | HELP DESK | TV & RADIO SPOTS ON CS | TERMS & CONDITIONS | PRIVACY POLICY | CONTACT US

Best viewed on screen resolution 1024x768 pixels
Website best viewed in IE9, Mozilla 36.0 and above, Chrome 39.0, Safari 5.0.1

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Apply for Revert Switch Over in case, if student has earlier applied for switch over (Student Part)

Step 1: Student: After Log in, on Switch Over Request Screen

Note: Student would be able to raise revert switch over request only if he/she has earlier applied for switch over for the current program

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HOME MODULE + PROFILE + LOGOUT

Apply For Switch Over

Search Criteria

Course: --All-- Previous Syllabus: --All--
Status: --All-- Date of Request: [] To []

Search **Clear**

Search Result

Total Records: 1 Page Size: 20

SELECT	COURSE	REQUEST TYPE	PREVIOUS SYLLABUS	CURRENT SYLLABUS	DATE OF REQUEST	STATUS
<input type="checkbox"/>	Executive	Switch Over	2007	2012	23/08/2016	Approved

Request for Switch Over **Revert Switch Over** **View Details**

Click here

Step 2: Student Screen

Apply For Revert Switch Over

* Mandatory Fields

Course: Executive
Name: Anchal Rameshchandra Jain
Registration Number: 440000021/07/2016
Existing Syllabus: 2012

2012 Subjects

Group	Subject	Subject Code
1	COMPANY LAW	321
1	COST AND MANAGEMENT ACCOUNTING	322
1	ECONOMICS AND COMMERCIAL LAW	323
1	TAX LAW AND PRACTICE	324
2	COMPANY ACCOUNTS AND AUDITING PRACTICES	325
2	CAPITAL MARKETS AND SECURITY LAWS	326
2	INDUSTRIAL LABOUR AND GENERAL LAWS	327

Previous Syllabus When Switch Over was made: 2007

2007 Subjects

Group	Subject	Subject Code
1	GENERAL AND COMMERCIAL LAWS	221
1	COMPANY ACCOUNTS, COST & MANAGEMENT ACCOUNTING	222
1	TAX LAWS	223
2	COMPANY LAW	224
2	ECONOMICS AND LABOUR LAWS	225
2	SECURITIES LAWS AND COMPLIANCES	226

I Agree with Terms & Condition ?

Submit **Close**

Step 3: Confirmation Screen

Apply For Revert Switch 223.30.223.235 says: Are you sure you want to Submit?

OK Cancel

Course

Name

Registration Number

Existing Syllabus 2012

* Mandatory Fields

Apply For Revert Switch 223.30.223.235 says: Your Revert Switch Over request from 2012 to 2007 has been submitted.

OK

Course

Name

Registration Number

Existing Syllabus 2012

2012 Subjects

* Mandatory Fields

Step 4: Status in Student Screen



HOME MODULE + PROFILE + LOGOUT

Apply For Switch Over

Search Criteria

Course --All-- Previous Syllabus --All--

Status --All-- Date of Request To

Search Clear

Search Result

Total Records: 2 Page Size 20

SELECT	COURSE	REQUEST TYPE	PREVIOUS SYLLABUS	CURRENT SYLLABUS	DATE OF REQUEST	STATUS
<input type="checkbox"/>	Executive	Revert Switch Over	2012	2007	23/09/2016	Requested
<input type="checkbox"/>	Executive	Switch Over	2007	2012	23/09/2016	Approved

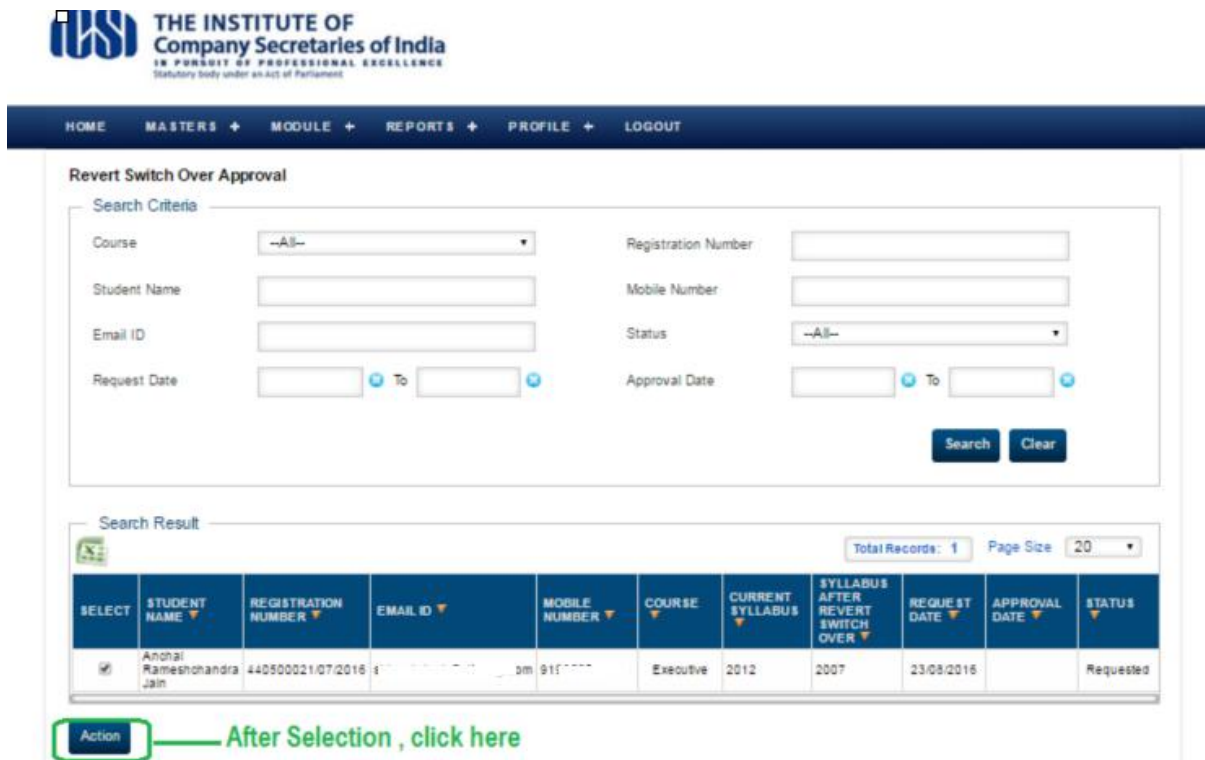
Request for Switch Over Revert Switch Over View Details

Approval of Requests for Revert Switch Over (Admin Part)

Step 1: Admin Approval Process for Revert Switch over



Step 2: Admin Approval Process for Revert Switch over



Step 3: Admin Approval Process for Revert Switch over

Revert Switch Over Approval
*Mandatory Fields

Course:

Name:

Registration Number:

Switch Over Date:

Being Switch Subject:

Switch Subject of previous Syllabus:

Being Syllabus:

Group	Subject	Subject Code
1	COMPANY LAW	221
1	COST AND MANAGEMENT ACCOUNTING	222
1	ECONOMICS AND COMMERCIAL LAW	223
1	TAX LAW AND PRACTICE	224
2	COMPANY ACCOUNTS AND AUDITING PRACTICES	225
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Previous Syllabus when Switch Over was made:

Group	Subject	Subject Code
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1	TAX LAWS	223
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Remarks:

Step 4 : Admin Approval Process for Revert Switch over

