GUIDELINES FOR PREAPATATION OF IDT

[A] STUDY MATERIAL & TARGET TIME

Ist Reading	IInd Reading	IIIrd Reading
☐ **Study Material + Summary** [first a chapter from Study Material shall be read and then summary – if stds find summary is not covering a particular point, then he shall note it down on summary] ☐ **IDT Scan-Er** * Read Scan-Er specifically for those chapters which you highlighted in blue colour	☐ **SUMMARY only**	☐ **SUMMARY only**

Objective	Objective	Objective
1. **Recollection of Concepts** 2. **Recollection of Illustrations which were discussed in class**	1. **Grip over Subject** 2. **By-heart learning**	1. **Mastery over subject**

If you can answer 6 questions out of 10 random questions (which you can choose from Scaner),
   Then your first reading is excellent.
	If you can answer 7-8 questions out of 10 random questions (which you can choose from Scaner),
	   Then your Second Reading is excellent.
		If you can answer 8-9 questions out of 10 random questions (which you can choose from Scaner),
		   Then your Third Reading is excellent.

Target Hours: 120 Hours	Target Hours: 60 Hours	Target Hours: 40 Hours

[B] PRIORTISING THE CONTENT

MOST IMPORTANT CHAPTERS (carry highest weightage in exams in general)

Excise	Service Tax	VAT	Customs
● Basic Concepts ● Valuation of Goods ● CCR, 2004 ● SSI Notification ● Demand & Refund ● CER, 2002 (Rule 6, 7, 8, 16, 21)	☐ ST Payment [Rule 6] ☐ ST Valuation ☐ ST Exemptions – (Please do All exemptions) ☐ Import & Export of Services ☐ Taxable Services (Please do All Services)	☐ Methods of computation of VAT ☐ VAT and CST ☐ VAT in special transactions	☐ Basic Concepts ☐ Valuation of Goods ☐ Assessment ☐ Warehousing ☐ Duty Drawback

Expect CASE-STUDIES from

Excise	Service Tax	VAT	Customs
☐ Basic Concepts (Excisable Goods, Manufacture) ☐ Classification of Goods ☐ Valuation of Goods (TV, Rule 6, Sec 4-A) ☐ CCR, 2004 (Input, Capital Goods, Input Services, Rule 14) ☐ SSI Notification (Brand Name concept) ☐ Advance Ruling (Activity, Applicant) ☐ Appeals (Mistake Apparent from Record, HC/SC Appeal)	-----	----	☐ Valuation of goods (Rule 3, Rule 10)

Expect PRACTICAL (COMPUTATION) QUESTIONS from

Excise	Service Tax	VAT	Customs
☐ Valuation of Goods ☐ CCR, 2004 ☐ SSI Notification	☐ Valuation of Services	☐ Computation of VAT Liability	☐ Valuation of goods

[C] WHAT YOU SHALL "FOCUS" AND WHAT NOT?

1) **Emphasize on "Conceptual Clarity"** ---- Overall theme/discussion should be clear [Avoid CRAMMING – cramming is a good way to gurantee poor results]

2) **Learn in** "KEY-WORD FORMAT"

> <u>Remember:</u> Our Mind doesn't process each and every word of our reading.
>
> <u>Just Check (Scientific Study)</u>
>   FINISHED FILES ARE THE RESULT OF
>   YEARS OF SCIENTIFIC STUDY
>   COMBINED WITH EXPERIENCE OF YEARS.

3) **Don't lay much emphasis on mugging up LEGAL WORDING** (bare-act language)
<u>Exception</u>: "Definitions" shall be mugged up.

4) **Emphasis on learning/mugging up SECTION/RULES NUMBERS.**
                              [<u>Avoid</u> trying to learn Sub-Sections / Sub-Rules]

5) **If you feel uncomfortable in mugging the name of CASE-LAW, avoid that** (Non-mention of case-law will not make much difference – Max 3-4 marks difference if no case-law name is written in paper)

6) **Please also follow ours "SMART WAYS OF ANSWERING THE QUESTIONS" as stated in 'IDT Scan-Er' published by DivyaGyan Academy.**

[D] "PERFECT TIME" FOR STUDY

<u>**Day**</u> ---------------------- Afternoon -------------------------Night

Find out your 'PEAK PERFORMANCE TIME'. For some, their peak time of the day is in the afternoon, while others feel sharpest in the early morning hours. It depends upon person to person. Find it out and then study at that time, whether it is 7:00 am or midnight.
        However, don't study when you are too tired as it won't do any good to you.

[E] IT WILL BE GREAT IF YOU

	Avoid	**Substitute it by**
1.	TV	Radio/ MP-3 Player *Listen:* 1) Enigma 2) Mozart 3) Instrumental Music *[Use these particularly when u go for sleep]*
2.	Business Newspaper	General Newspaper Light Magazines *But still better read:* 1) Joke Books 2) Motivational Book [like "YOU CAN WIN" by Shiv Khera // "AWAKEN THE GIANT" by Anothony Robbins]
3.	Group Study	Individual Study
4.	Library Study	Home Study
5.	All functions / ceremonies till exams	Sleep [Minimum 6 Hours per day till your last exam]
6.	Mobiles (strictly) [No Phone calls , No SMS]	Landlines
7.	Study in Bed	Study in sitting position (on chairs) [In exam, you don't get Bed dear]
8.	Cold Drinks Ice-Cream Junk Food / Fast Food	Milk / Coffee Curd Food Cooked at Home
9.	Study with short gaps [1/2 Hour]	Study with relatively long gaps [1 & 1/2 Hour Study and then 5-10 min gap]
10.	New Material	Class Material only

[F] Where to locate us for Exam Support?

❖ **Telephone**: **09971575755** [Timing: 1:00 to 2:00 afternoon]

❖ **E-Mail**: **dgacademy@gmail.com** , **dg@idtfundaas.com**

❖ **Personal Meeting:** Take **prior Appointment** by calling at 09212308859

[G] ALL THE BEST DEAR, ALL IS WELL!

In last, let me wish you "Best of Luck"--- "Dil Se"

There will be "Kabhi Kushi, Kabhi Gum" during this 2 months period, but you are "Bazzigar" and hence, going to win in end.
I don't know "Kal Ho Naa Ho", but still "Kabhi Alvida Naa Kahna"

Professor Dippak
Never train yourself for SECOND PLACE (TM)