

E-mail and Telephonic Queries: An Advisory for Students

It has always been the endeavour of Board of Studies to facilitate the students, in every possible manner, in their studies as also the preparation for examination. Answering queries of the students is one among the many services being provided by the Board of Studies to its students. Students can seek the answers of their academic queries from the BoS Faculty through emails and other general queries on preparation for examination, applicability of Finance Acts/Pronouncements/ Legislative Amendments etc. either by sending an e-mail or by making a telephone call.

It is being observed that many a time it becomes very difficult to give satisfactory replies to the queries for reasons like incomplete information, lack of required clarity, generic nature of the query, queries beyond the scope of Board of Studies etc. In order to ensure that queries raised by the students receive an appropriate response within a reasonable time period, it has been decided to streamline the process and bring out a standardised format for raising queries. In this context, students are advised to note the following:

- (i) Students should necessarily provide the following details in their mail:

Registration Number

Residential Address

Name and Address of the Principal and the firm (if undergoing practical training)

Level of CA Course (CPT/IIPCC/Final)

Attempt Due

- (ii) The query should be clearly worded and all the relevant information should be provided therein.

- (iii) **BoS Faculty answer academic queries requiring simple explanation of content contained in the latest edition of any of its publications as well as queries relating to any specific question solved in the latest editions of its Study Material, Practice Manual or any other publication of BoS. Accordingly, the students are advised to confine their academic queries within the scope defined above.**

- (iv) Apart from academic queries, the Faculty also answer general queries like applicability of Accounting Standards, Standards on Auditing, legislative amendments, Finance Act, Assessment Year etc. for any particular examination, the manner of preparation for examination and presentation of answers etc.

- (v) Mail should be marked to the Faculty of the respective subject. Where there are more than one Faculty in the subject, mail should be marked to all of them.

- (vi) The queries will generally be answered within three - five working days.

- (vii) Queries can also be asked over telephone on all working days preferably, from 10.30 am to 11.30 am in the morning and from 4 pm to 5 pm in the evening. While on the call, students may be asked to provide the details given in point (i) above at any point in time.

- (viii) Queries of general nature relating to applicability of Accounting Standards, Standards on Auditing, legislative amendments, Finance Act, Assessment Year etc. for any particular examination, the manner of preparation for examination etc may be raised over telephone or through e-mail. However, academic queries should be raised only through e-mail.

- (ix) Care should be taken to use an appropriate salutation while addressing the Faculty both in the mail and over telephone.

Please note that only the mails raising questions within the scope of points (iii) and (iv) above and containing the details specified in (i) above will be duly answered by the Faculty.

Students are also welcome to meet the Faculty, in person, to seek their guidance. Personal meeting with the Faculty can be scheduled on any working day at the Noida Office of the Board of Studies. In order to derive the optimum benefit out of such meeting, students are advised to fix a prior appointment with the concerned Faculty.

The e-mail ids and telephone numbers of the Faculty of various subjects are given below for the reference of the students:

Sl. No.	Subject	Faculty	e-mail id	Landline no.
1.	Accounting (CPT, IIPCC and Final)	CA. Seema Gupta, Deputy Director	seema@icai.in	0120-3045916
		CA. Shilpa Agrawal, Assistant Secretary	shilpa@icai.in	
		CA. Asha Verma, Executive Officer	asha.verma@icai.in	
2.	Auditing (IIPCC and Final)	CA. Karuna Bhansali, Assistant Director	karuna.bhansali@icai.in	0120-3045925
		CA. Rajeev Sachdeva, Assistant Director	rajeev.sachdeva@icai.in	
3.	Law (CPT, IIPCC and Final)	Dr. P. T. Giridharan, Joint Director	giridharan@icai.in	0120-3786881
		Ms. Nisha Gupta, Sr. Executive Officer	nisha.gupta@icai.in	0120-3045939
		CA. Shraddha, Executive Officer	shraddha.saxena@icai.in	
4.	Financial Management (IIPCC)	Dr. N.N. Sengupta, Deputy Director	nnsengupta@icai.in	0120-3045919
		CA. Ashish Gupta, Senior Assistant Director	ashish.gupta@icai.in	0120-3045956
		CA. Deepak Kumar Gupta, Assistant Director	deepak.gupta@icai.in	0120-3045937
		CA. Sanjit Lal Sharma, Executive Officer	sanjit.sharma@icai.in	
	Strategic Financial Management (Final)	CA. Ashish Gupta, Senior Assistant Director	ashish.gupta@icai.in	0120-3045956
5.	Management Accounting /Cost Accounting (IIPCC and Final)	Dr. N.N. Sengupta, Deputy Director	nnsengupta@icai.in	0120-3045919
		CA. Deepak Kumar Gupta, Assistant Director	deepak.gupta@icai.in	0120-3045937
		CA. Sanjit Lal Sharma, Executive Officer	sanjit.sharma@icai.in	
6.	Information Technology (IIPCC and Final)	Ms. Sukriti Arora, Assistant Secretary	sukriti.arora@icai.in	0120-3045939
7.	Direct Taxes (IIPCC and Final)	CA. Priya Subramanian, Deputy Director	priya@icai.in	0120-3045913
8.	Indirect Taxes (IIPCC and Final)	CA.Smita Mishra, Deputy Secretary	smita@icai.in	0120-3045906
		CA.Shefali Jain, Assistant Secretary	shefali.jain@icai.in	
		CA. Swati Aggarwal, Executive Officer	swati.bos@icai.in	
9.	Strategic Management: (IPCC)	Dr. T. Paramasivan, Joint Director	tparamasivan@icai.in	0120-3045917

		Mr. Shaleen Suneja, Deputy Director	ssuneja@icai.in	011-30110490
		Dr. Ruchi Gupta, Sr. Executive Officer	ruchi.gupta@icai.in	0120-3045907
10.	Economics (CPT)	Ms. Prem Bhutani , Joint Director	prem@icai.in	0120-3045911
11.	Quantitative Aptitude (CPT)	Dr. N. V. Ravi, Sr. Executive Officer	nvravi@icai.in	0120-3045949