

## 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.

## Details of Board of Studies – Faculty (Subject-Wise)

<b>Common Proficiency Test (CPT) / Foundation</b>	
<p><b>Fundamentals of Accounting / Principles and Practices of Accounting</b></p> <p><b>CA. Seema Gupta</b>, Deputy Director accounting-fdn@icai.in; 0120-3045916</p> <p><b>CA. Asha Verma</b>, Sr. Executive Officer accounting-fdn@icai.in; 0120-3045916</p> <p><b>Economics / Business Economics</b> Ms. Prem Bhutani , Joint Director be-fdn@icai.in; 0120-3045911</p> <p><b>Business and Commercial Knowledge</b> <i>Mr. Shaleen Suneja</i>, Deputy Director bck-fdn@icai.in; 0120-3045953</p> <p><b>Dr. Ruchi Gupta</b>, Assistant Secretary bck-fdn@icai.in; 0120-3045907</p>	<p><b>Mercantile Law / Business Law</b> <b>Ms. Nisha Gupta</b>, Assistant Secretary law-fdn@icai.in; 0120-3045939</p> <p><b>CA. Shraddha</b>, Sr. Executive Officer law-fdn@icai.in; 0120-3045939</p> <p><b>Ms. Megha Goel</b>, Section Officer (SU) law-fdn@icai.in; 0120-3045939</p> <p><b>Business Correspondence and Reporting</b> <b>Mrs. Taruna Kohli</b>, Student Counselor bcr-fdn@icai.in; 0120 -3045930</p> <p><b>Quantitative Aptitude / Business Mathematics and Logical Reasoning &amp; Statistics</b></p> <p><b>Dr. N. V. Ravi</b>, Assistant Secretary bmlrs-fdn@icai.in; 0120-3045949</p>
<b>IPCC/Intermediate and Final</b>	
<p><b>Accounting:</b></p> <p><b>CA. Asha Verma</b>, Sr. Executive Officer accounting-inter@icai.in; ; 0120-3045916 (Intermediate)</p> <p><b>CA. Seema Gupta</b>, Deputy Director accounting-inter@icai.in; 0120-3045916 (Intermediate)</p> <p><b>CA. Shilpa Aggarwal</b>, Deputy Secretary fr-final@icai.in; ; 0120-3045916 (Final course)</p>	<p><b>Auditing :</b></p> <p><b>CA. Karuna Bhansali</b>, Deputy Director auditing-final@icai.in; 0120-3045925 (Final course)</p> <p><b>CA. Rajeev Sachdeva</b>, Assistant Director auditing-inter@icai.in; 0120-3045925 (Intermediate)</p>
<p><b>Income Tax Laws / Direct Tax Laws/ International Taxation:</b></p> <p><b>CA. Priya Subramanian</b>, Deputy Director</p>	<p><b>Indirect Tax Laws / Indirect Tax/ Advanced Indirect Tax Laws :</b></p> <p><b>CA. Smita Mishra</b>, Deputy Secretary</p>

<p>dt-inter@icai.in; 0120-3045913 (Intermediate) dt-final@icai.in; 0120-3045913 (Final)</p> <p><b>CA. Aparna Chauhan</b>, Sr. Executive Officer dt-inter@icai.in; 0120-3045913 (Intermediate) dt-final@icai.in; 0120-3045913 (Final)</p>	<p>idt-inter@icai.in; 0120-3045906 (Intermediate) idt-final@icai.in; 0120-3045906 (Final)</p> <p><b>CA. Shefali Jain</b>, Deputy Secretary idt-inter@icai.in; 0120-3045906 (Intermediate) idt-final@icai.in; 0120-3045906 (Final)</p> <p><b>CA. Swati Aggarwal</b>, Sr Executive Officer idt-inter@icai.in; 0120-3045906 (Intermediate) idt-final@icai.in; 0120-3045906 (Final)</p>
<p><b>Law:</b></p> <p><b>Ms. Nisha Gupta</b>, Assistant Secretary law-inter@icai.in; 0120-3045939 (Intermediate) law-final@icai.in; 0120-3045939 (Final)</p> <p><b>CA. Shraddha</b>, Sr. Executive Officer law-inter@icai.in; 0120-3045939 (Intermediate) law-final@icai.in; 0120-3045939 (Final)</p> <p><b>Ms. Megha Goel</b>, Section Officer (SU) law-inter@icai.in; 0120-3045939 (Intermediate) law-final@icai.in; 0120-3045939 (Final)</p>	<p><b>Cost and Management Accounting :</b></p> <p><b>Dr. N.N. Sengupta</b>, Deputy Director cma-inter@icai.in; ; 0120-3045919</p>
<p><b>Financial Management :</b> <b>Dr. N.N. Sengupta</b>, Deputy Director fm-inter@icai.in; 0120-3045919 (Intermediate)</p>	<p><b>Strategic Cost Management and Performance Evaluation:</b></p> <p><b>CA. Deepak Kumar Gupta</b>, Assistant Director scm-final@icai.in; 0120-3045937 (Final)</p>
<p><b>Strategic Financial Management :</b> <b>CA. Ashish Gupta</b>, Deputy Director scm-final@icai.in; 0120-3045956 (Final)</p>	<p><b>Economics for Finance :</b> <b>Ms. Prem Bhutani</b> , Joint Director eff-inter@icai.in; 0120-3045911 (Intermediate)</p>
<p><b>Information Technology / Enterprise Information System / ISCA:</b> <b>Ms. Sukriti Arora</b>, Deputy Secretary, eis-inter@icai.in; 0120-3045939 (Intermediate) <a href="mailto:isca-final@icai.in">isca-final@icai.in</a>; 0120-3045939 (Final old)</p>	<p><b>Strategic Management:</b> <b>Mr. Shaleen Suneja</b>, Deputy Director sm-inter@icai.in; 0120-3045953</p> <p><b>Dr. Ruchi Gupta</b>, Assistant Secretary sm-inter@icai.in; 0120-3045953</p>

## Elective Papers

### 1. Risk Management :

*CA. Ashish Gupta*, Deputy Director  
[rm-final@icai.in](mailto:rm-final@icai.in); 0120-3045956

### 2. International Taxation :

*CA. Priya Subramanian*, Deputy Director  
[intax-final@icai.in](mailto:intax-final@icai.in); 0120-3045913

*CA. Aparna Chauhan*, Executive Officer  
[intax-final@icai.in](mailto:intax-final@icai.in); 0120-3045913

### 3. Economic Laws :

*Ms. Nisha Gupta*, Assistant Secretary  
[el-final@icai.in](mailto:el-final@icai.in); 0120-3045939

*CA. Shraddha*, Sr. Executive Officer  
[el-final@icai.in](mailto:el-final@icai.in); 0120-3045939

*Ms. Megha Goel*, Section Officer (SU)  
[el-final@icai.in](mailto:el-final@icai.in); 0120-3045939

### 4. Financial Services & Capital Markets :

*CA. Ashish Gupta*, Deputy Director  
[fscm-final@icai.in](mailto:fscm-final@icai.in); 0120-3045956

### 5. Global Financial Reporting Standards :

*CA. Seema Gupta*, Deputy Director  
[gfrs-final@icai.in](mailto:gfrs-final@icai.in); 0120-3045916

*CA. Shilpa Aggarwal*, Deputy Secretary  
[gfrs-final@icai.in](mailto:gfrs-final@icai.in); 0120-3045916

*CA. Asha Verma*, Sr. Executive Officer  
[gfrs-final@icai.in](mailto:gfrs-final@icai.in); 0120-3045916

### 6. Multidisciplinary Case Study – All Final Course Faculty