



CA Sasikala Ravivenkatesan

Preparing for CA Exams

Study Tips

Profile: Sasikala Ravivenkatesan

- Academic qualifications
 - BA (Eng Litt), FCA, ACMA, MBA, DISA(ICAI)
- Specialises in
 - Process Audit,
Risk based Internal Audits,
SAP Implementations (techno-functional consultant),
Technology consulting and
Has hands on experience in Data Analytical Tools
- CA in Practice
 - R.Sasikala and Associates
 - Faculty for Indirect taxation at ICAI
- Interests
 - Reading books and Listening to Music

General Tips

- Develop a passion for the subject. Give yourself 100 % .
- Read the study material prepared by the Institute of Chartered Accountants of India and make notes.
- Revise and revise again.
- Once you complete the study material , pick up a reference book for practical problems and solve the sums.
- Then pick up suggested answers and Revision Test papers.
- There are no short cuts for that.
- Try to paraphrase all that has been read and write it in a legible manner.
- Don't merely audit the text books and go for the exam.
- Let the knuckles pain hard....Keep writing in a paper with a pen and not merely type with your keyboard.
- Be thorough with the fundamentals.
- Be clear about the contents and have a very strong foundation.
- A good ground speed is required before a flight picks up momentum and takes off.

After exams are over, engage yourself in some good and noble activities

General Tips ... contd.

- Have a like minded group to discuss about the subject and studies in a constructive way.
- Set a benchmark for yourself and push yourself towards that.
- Climb greater heights
- Try to prioritize. Begin with the end(qualifying as a CA) in the mind and always put first things first.
- Have time bound Schedules and abide by that. Also have a contingency plan(plan B)if plan A fails, follow plan B. But stick to a routine.
- Begin with 4 hours of study during working days and 10 hours during holidays.
- Study all the subjects. Don't try to specialise with a particular subject.
- There is no concept of specialisation in a particular subject, in the entire CA curriculum.
- In between take a small break and start studying some other subject.
- Try taking mock tests and get it evaluated.
- Minimise your online time. FB , Twitter, whatsapp, viber can wait.....
- Every time you study something, your FB status need not be updated.
- Make use of the mobile only when it is required

Tips...for Taxation

- Taxation paper is for 100 marks and is of 3 hours duration and generally the first question is compulsory.
- Has three broad sections – Taxation, Service Tax and VAT.
- **Tips for Studying:**
 - Start from the basics, and then proceed to exemptions, Heads of Income, Deductions etc.
 - Read the definitions as per Income tax, don't give your own definitions.
 - In case of computations, let there be clarity in the steps.
 - Give your assumptions as and when required.
 - Explain the provisions well and then present the solution.
 - Be through about the inclusive provisions and exclusive provisions.
 - Give detailed workings and append it with proper notes.
 - Marks will not be given for working each and every step in your calculator and merely giving the final answer

Do's and Don't's during exams

- Write legibly and be concise.
- Present the answer in a logical sequence, if possible, present it as bullet points.
- Give assumptions and notes clearly.
- Commence answer to a question in a fresh page and answer all the sub sections continuously.
- Please don't write in a scrambled manner.
- Attempt all the required number of questions to be answered.
- Have a proper planning of time. Plan your 180 minutes in a well organised manner.
- Set a reasonable target of time, question wise.
- Don't worry about anything.
- Don't skip any paper based on the performance of the previous paper.
- If you are not able to complete a particular sum, within the time stipulated, don't panic,
- If it can be completed within another 2-3 minutes, complete it. Else start with the next sum,
- And once done with it, come back to the previous question and complete it.
- Revise the answer paper before submitting.
- Ensure that you have tagged all the additional sheets properly and also ensure whether
- You have filled the front sheet properly.
- After the exam, don't discuss about the question paper. You don't have any control of that.
- Start studying for the next paper.

General Health Tips

- To take a reasonable break and then start studying.
- Don't study continuously. Break has to be reasonable.
- Relax during the break and then resume studying
- Stay hydrated and eat fresh food enriched with nutrients.
- Stay away from junk food. Have food at proper intervals.
- Eat when you are hungry. And eat to satiation.
- Always stand tall....right posture helps a lot...
- Engage in some physical activities.
- Take some light activities like Walking in the terrace or a garden for some 15- 20 minutes. Bask in sunlight for a few minutes every day. Relax and walk whenever you feel you are stressed out....
- Keep the stress levels very very low, not only for you and also for the family members. A little bit of stress is required to get started.
- Don't exert yourself.
- Have adequate rest and sleep.
- Many a times it is the confidence battle which pays off. What has not been studied in a year, can never be studied at the 11 th hour.
- Sleep in a quiet, dark environment. And get 7-9 hours of fitful sleep.
- Have a balanced approach and take exam as a part of the CA curriculum and it is not the end of the life.
- Have a positive and proactive approach in everything.
- Stay calm , stay cool and have fun.

Thank you... All the Best



Start to take care of your health when muscles will still listen to you

Reference

**For more Health tips and Fitness related
general tips:**

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