## BASELIUS COLLEGE KOTTAYAM

DIPLOMA IN GOODS & SERVICE TAX PRACTICE

SUPPORTING DOCUMENTS

BROCHURE
SYLLABUS
STUDENTS LIST
CERTIFICATES
ATTENDANCE SHEET

### **BASELIUS COLLEGE, KOTTAYAM**

### **DEPARTMENT OF COMMERCE**

### 2018-19

### add -on course offered

### DIPLOMA IN GOODS & SERVICE TAX PRACTICE

## BASELIUS COLLEGE KOTTAYAM CONTACT DETAILS:

NOTE: ADMISSION OPEN FOR STUDENTS OF

TISSY ERUTHICKAL

9496324241

M baseliuscommerce@gmail.com

### BASELIUS COLLEGE, KOTTAYAM POSTGRADUATE DEPARTMENT OF COMMERCE

**Diploma in Goods and Service Practice** 

Syllabus Document

(2017-18 admissions onwards)

Duration of the course : 6 months

#### **Course Outcome**

- The learner will get an overview on Practical Sides of accounting
- Developing an understanding on the procedural aspects of GST with rules, forms etc.
- Gain insights into practical aspects relating to Income Tax, Provident Fund and ESI
- Provide good level of understanding and practice of Tally ERP software including GST

#### SYLLABUS

#### DGSTP (Diploma in Goods & Services Tax Practice)

#### Academic system of Accounting

[Journal – Ledger System]

Basic Principles of Accounting – Journalizing- Ledger Posting,- Balancing,- Preparation of Trial Balance and Finalization of Accounts such as Trading Account, Profit and Loss Account and Balance Sheet.

#### **1. PRACTICAL ACCOUNTING**

Day Book – Ledger System of Accounting, Preparation of Day Book (Conversion of Academic System to Practical System). Ledger Posting, Balancing, Preparation of Trial Balance, Schedules for Purchase, Sales, Sundry Debtors, Sundry Creditors and other Accounts- Valuation of Closing Stock- Preparation of Final Accounts such as Trading Account – Profit and Loss Account and Balance Sheet- Other necessary statements to be produced before the Tax Authorities and Management.

#### 2. Cash Book – Subsidiary Book – Ledger System

This system of practical accounting contains accounts of large scale organizations having different Departments like Purchase Department, Sales Department, Cash Department etc. and a Group of Accountants working in different Departments.

Preparation of Cash Book – Purchase Day Book – Sales Day Book, Returns Book, Bills Receivable Book, Bills Payable Book and Journal Proper.

General Ledger – Debtors Ledger, Creditors Ledger, Purchase Register, Sales Register, Cheque Receivable Register-Cheque Payable Register. Preparation of Schedules - Trial Balance, Computation of Stock, Depreciation, Bad Debts and Discounts etc. Preparation of Final Accounts.

#### 3. Preparation of Bank Reconciliation Statement

**4. Study of Different Types of Accounting Errors- Errors** of Omission, Commission – Principles and Clerical Errors – Rectification Entries for Correction of Errors

5. Preparation of Project Report for obtaining Overdraft from Banks.

**6. KGST Act 1963** & Rules – Historical data- need for the introduction of VAT system in India, Problems in KGST-Single point tax- points of levy- schedules in KGST- ST, AST, Surcharge, Forms.

**7. GST** : Difference between direct and indirect tax -single point Tax system and multi point Tax system.

Introduction to GST, Constitutional amendment for GST - objectives- understanding the concept of GST- subsuming of multiple taxes in the present system - salient features of GST -destination based Tax -dual GST to be levied by the Centre and State simultaneously – CGST-SGST(UTGST)-IGST-. Advantages of GST-

#### 8. GST: Section- wise analysis with details of Rules

S1 Short title- extent and commencement S2 Definitions : Aggregate turn over –business-business vertical-input tax – out put tax – inward-outward- composite supply-mixed supply –consideration- input service distributor – input service-nonresident taxable person – reverse charge- tax return preparer-credit note, debit note, exempt supply-export of goods,-export of service, IGST, import of goods- import of service– input service – input service distributor- input tax-input tax credit- inward supply- place of supply- outward supply-continuous supply of goods-service-reverse charge-zero rated supply,-works contract- S3-6 Officers under this Act, appointment, powers etc. S7-11levy and collection of tax-Tax liability on composite and mixed supplies- meaning and scope of supply - Tax liability on composite and mixed supplies - Levy and collection of central / state goods and service taxes – Composition Levy

S12-14- Time of Supply/-Value of taxable supply-S16-21- Eligibility for input Tax credit- S22-30 – Regarding Registration S31-34 Tax invoice - Credit and debit notes. S35,36 accounts and records- S37- 48Returns -payment of tax, interest, penalty - Claim of input tax -. Self assessment - Annual and final returns - Tax Practitioners- S49 Payment of tax, interest, penalty and other amounts-S50 interest on delayed payment of tax-S51- TDS-S54 Refund-S59-64 Assessment – S65-66 Audit, S67-72Inspection,Search,seizure and arrest-107-121-appeals and revision--S122-138 Offences and penalties

#### 9. Income Tax Act and rules :

Short Title , Extent, Commencement

Definition – Assessee, Assessment Year, Person, (Individual, HUF, Firms, Companies, AOP/BOI, Local Authority, Every Artificial Juridical person)Previous Year - Capital Assets - transfer

Heads of Income – Gross Total Income, Deductions, Total Income, Agricultural Income, Aggregate Income- (80c)

Income Tax Rates – Slab Rate, Flat Rate, Special Rates, Scope of Total Income – Residential Status-Calculation of tax – Rebate on Agricultural Income.

Charging Section – Regular Tax Rates, Tax Deducted / Collected at Source, Advance Tax, Self Assessment of Tax - Processing of Returns of Income.

Heads of Income – 1 Salary 2 House Property 3. Business or Profession 4 Capital Gains 5 Other Sources- Exemptions.

- **10. ESI** Registration, Calculation, Contribution, Filing Salary Statement.
- **11. PF** Registration, Rates of Contribution and Calculation, PF Statement Filing details, Salary Statement, TDS etc.

#### **12.** Tally with GST

### Baselius college, Kottayam

### Diploma in Goods and Service Tax Practice

#### 2018-19

SI No.	Name of the Students
1	Aileen Susan Joseph
2	Amalu Das
3	Anagha S. Namboothiri
4	Anjaly Sabu
5	Anjana Krishna M
6	Athira Kunjumon
7	Chithra J Nair
8	Devika Soman
9	Emy Ann Thomas
10	Jisha Annie Thomas
11	Krishna S Babu
12	Liya Elizabeth Philip
13	Neenu Abraham
14	Nina Mariam John
15	Priya U
16	Renjith K J
17	Sethuleshmi S.
18	Shreya Jayakumar
19	Sreelakshmi K.S.
20	Suchithra P.S.
21	Swetha k. Prasad

E-046-1461-126610

### ID No. C18EK246T019

## Register No. 157395231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Aileen Susan Joseph

has been awarded the

Diploma in Goods & Service Tax Practice

he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the

First Class with Distinction at the examination held in July 2019

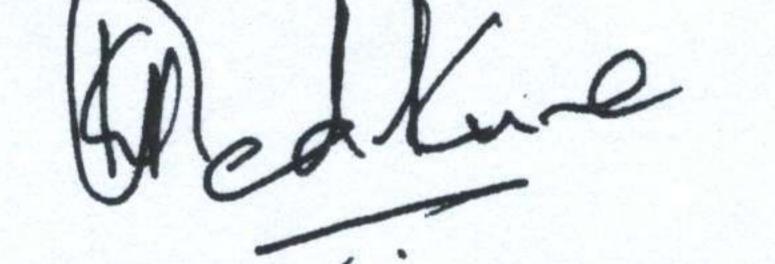
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1493-126642

### ID No. C18EK246T002

### Register No. 157095231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Anagha S Namboothiry

has been awarded the

Diploma in Goods & Service Tax Practice

helshe, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the

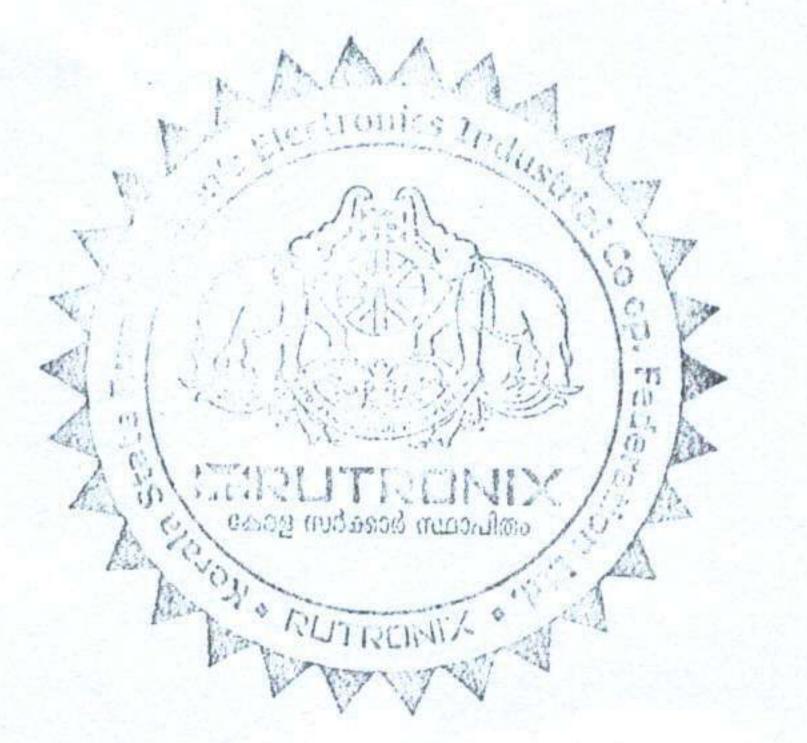
First Class at the examination held in July 2019

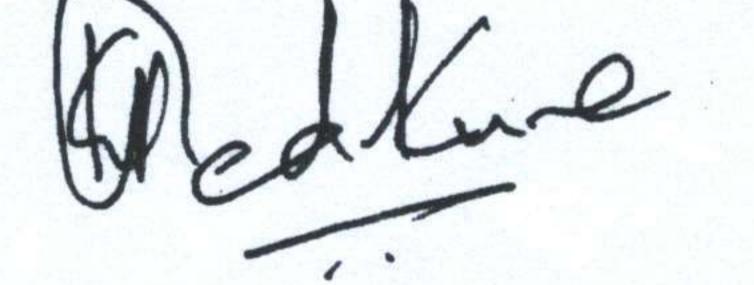
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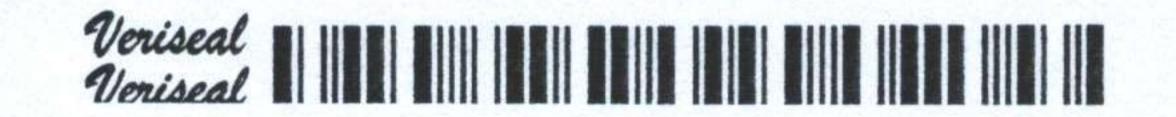




Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019.







### E-046-1507-126656

### ID No. C18EK246T020

## Register No. 157405231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Anjaly Sabu

## has been awarded the

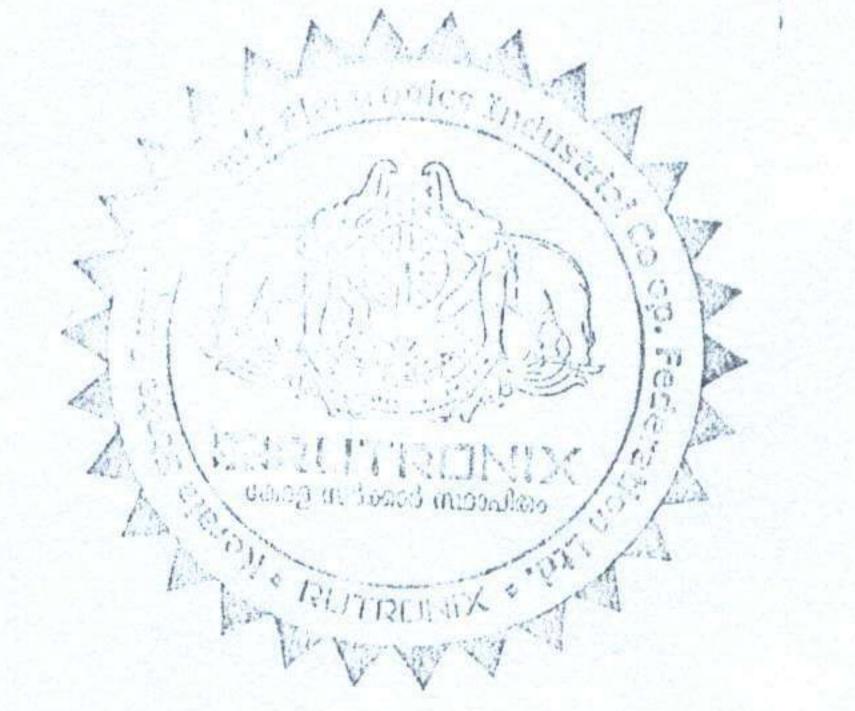
# Diploma in Goods & Service Tax Practice

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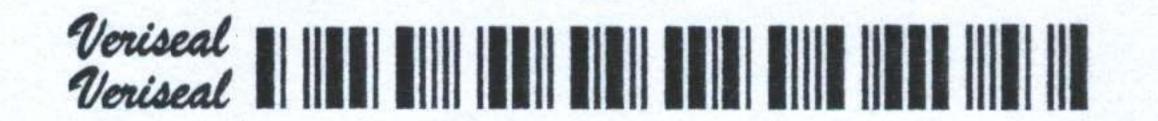
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1509-126658

### ID No. C18EK246T010

### Register No. 157235231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Anjana Krishna M

has been awarded the

Diploma in Goods & Service Tax Practice

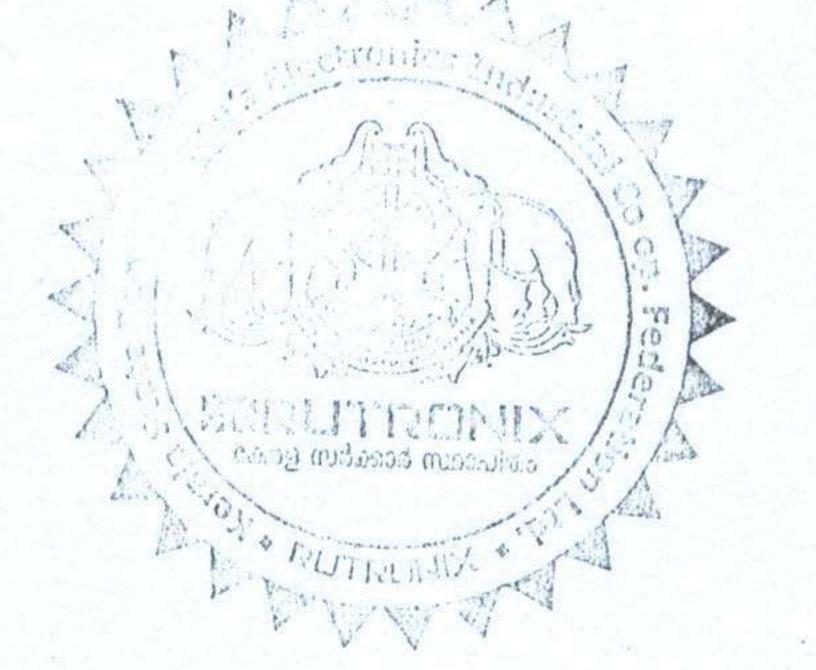
helshe, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the **First Class with Distinction** at the examination held in July 2019

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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1560-126709

### ID No. C18EK246T017

### Register No. 157375231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Athira Kunjumon

## has been awarded the

# Diploma in Goods & Service Tax Practice

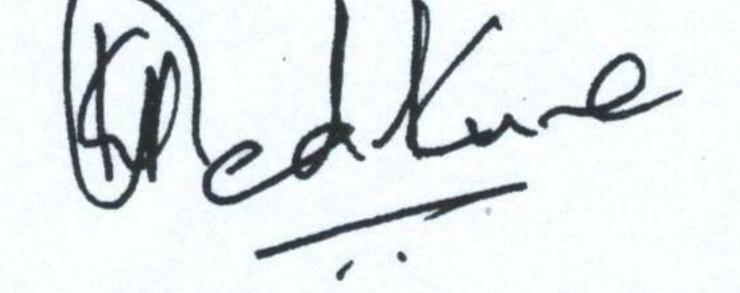
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1571-126720

### ID No. C18EK246T012

## Register No. 157275231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Chithra J Nair

## has been awarded the

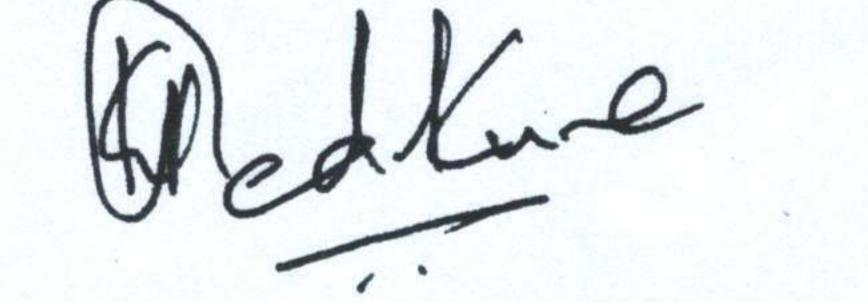
Diploma in Goods & Service Tax Practice

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First Class with Distinction at the examination held in July 2019

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K Padmakumar Managing Director



Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019 E-046-1579-126728

### ID No. C18EK246T021

### Register No. 157415231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Devika Soman

## has been awarded the

## Diploma in Goods & Service Tax Practice

he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the

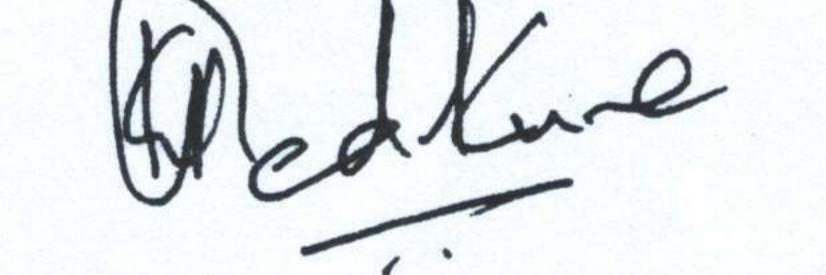
First Class with Distinction at the examination held in July 2019



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D.M.A.A.

Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019





E-046-1593-126742

### ID No. C18EK246T003

## Register No. 157115231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Emy Ann Thomas

## has been awarded the

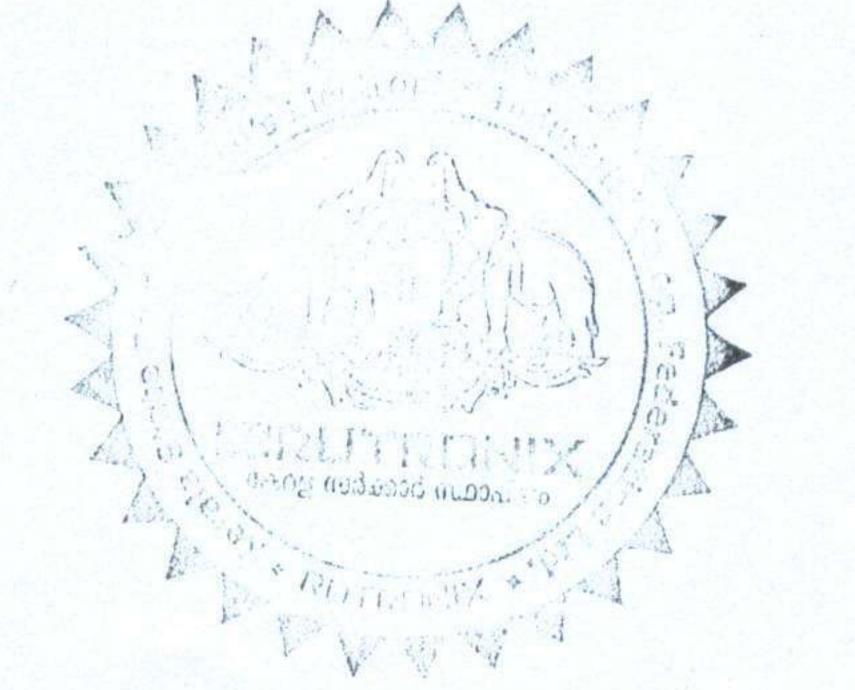
# Diploma in Goods & Service Tax Practice

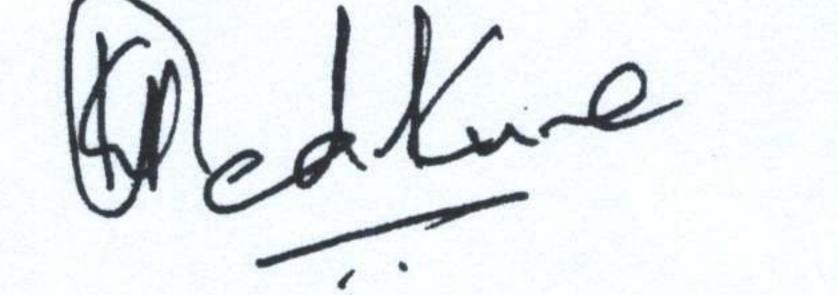
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1614-126763

### ID No. C18EK246T006

### Register No. 157175231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Jisha Annie Thomas

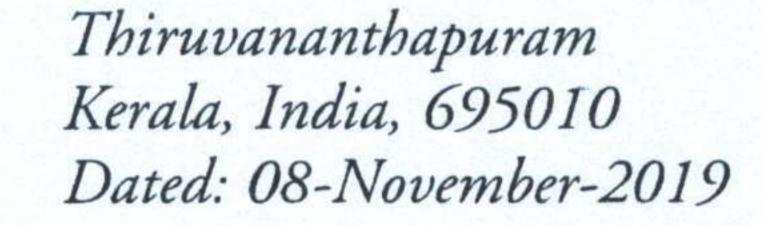
## has been awarded the

# Diploma in Goods & Service Tax Practice

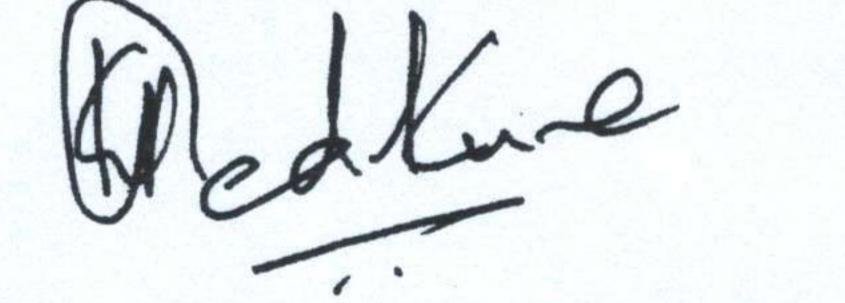
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### E-046-1119-134506

## ID No. C18EK246T011

### Register No. 157255231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Liya Elizabeth Philip

has been awarded the

Diploma in Goods & Service Tax Practice

helshe, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the

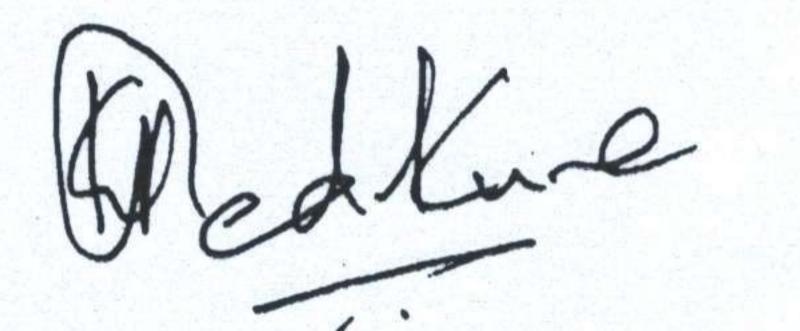
First Class with Distinction at the examination held in November 2019 Given under the seal of the Federation





Thiruvananthapuram Kerala, India, 695010 Dated: 21-March-2020







E-046-1629-126778

### ID No. C18EK246T008

### Register No. 157205231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that **Krishna S Babu** 

has been awarded the

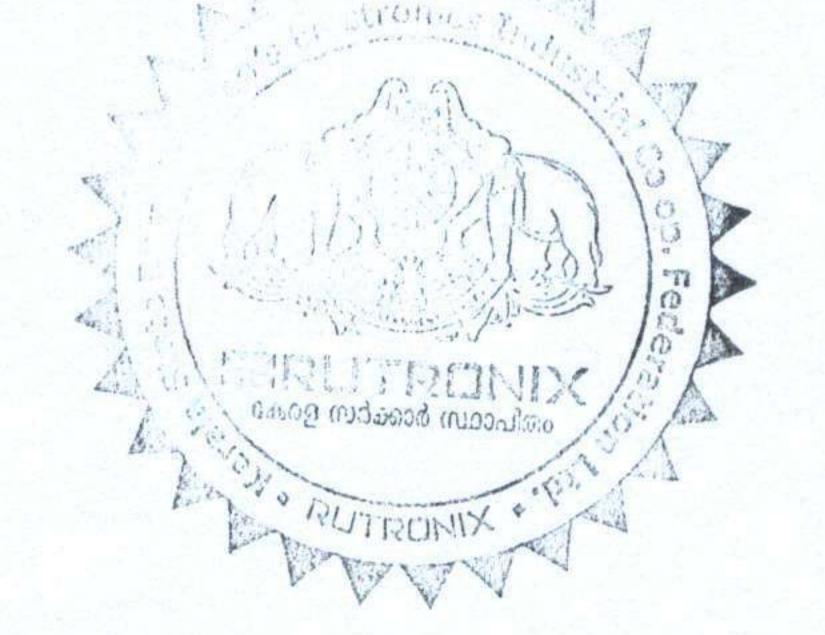
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1663-126812

### ID No. C18EK246T016

## Register No. 157365231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Neenu Abraham

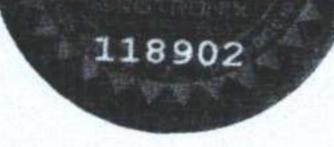
has been awarded the

Diploma in Goods & Service Tax Practice

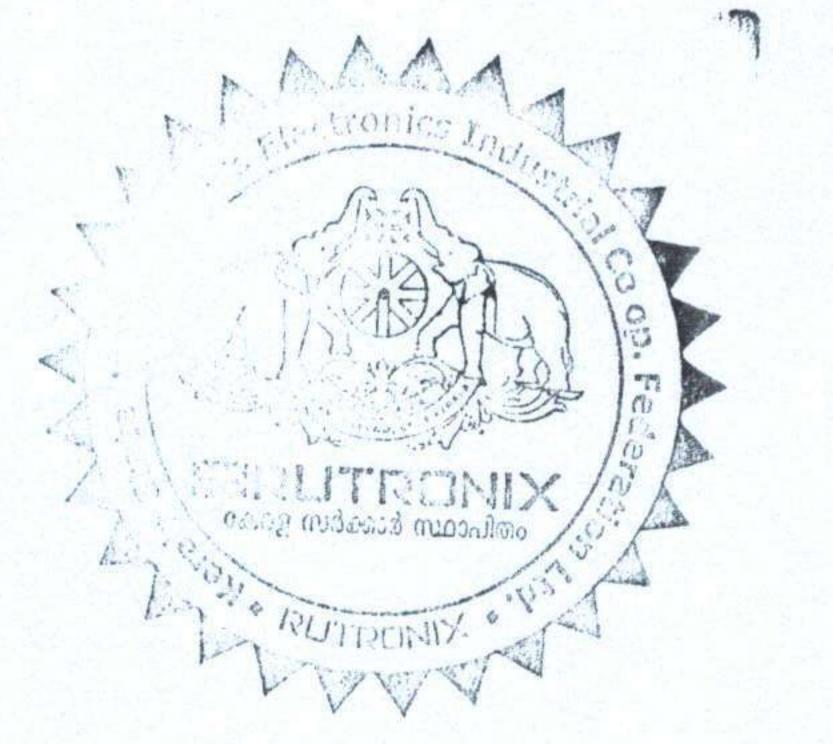
he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the **First Class with Distinction** at the examination held in July 2019

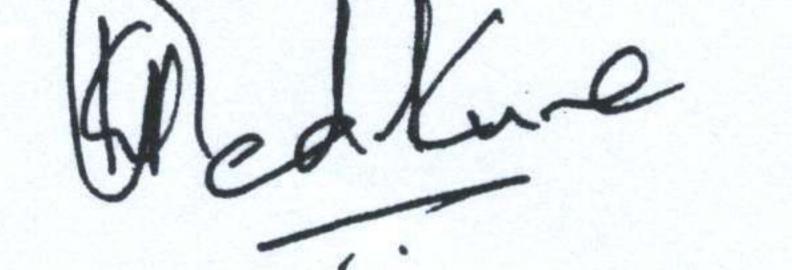
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







### E-046-1669-126818

## ID No. C18EK246T009

## Register No. 157225231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Nina Meriam John

## has been awarded the

# Diploma in Goods & Service Tax Practice

he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the

First Class with Distinction at the examination held in July 2019

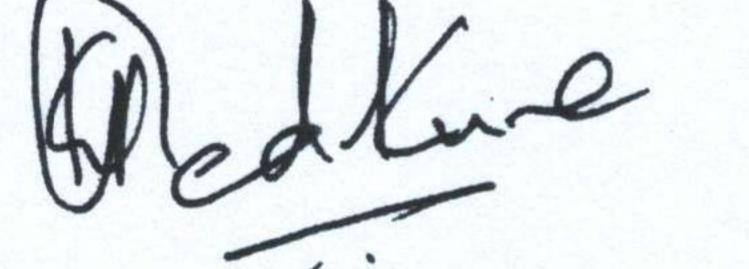
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1681-126830

### ID No. C18EK246T007

## Register No. 157195231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Priya U

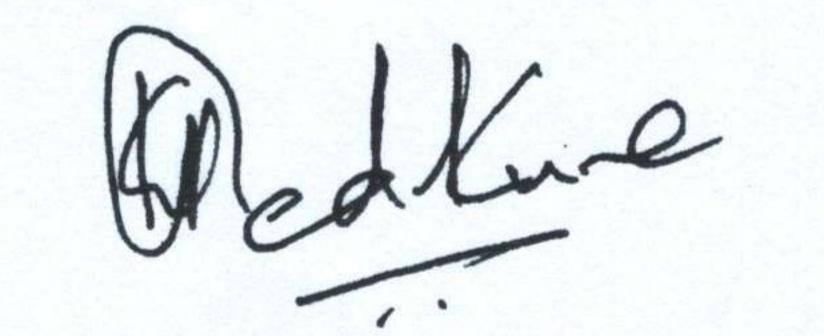
has been awarded the

Diploma in Goods & Service Tax Practice

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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019





E-046-1689-126838

### ID No. C18EK246T013

### Register No. 157295231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Renjith K]

## has been awarded the

## Diploma in Goods & Service Tax Practice

helshe, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the

First Class with Distinction at the examination held in July 2019

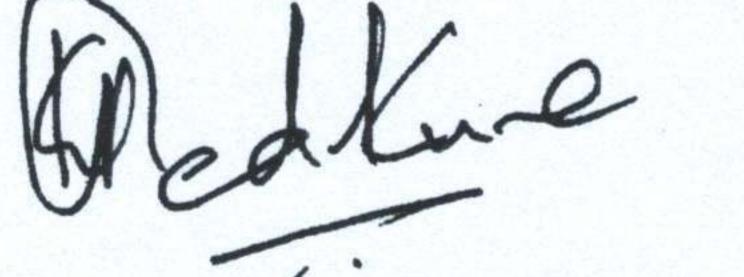
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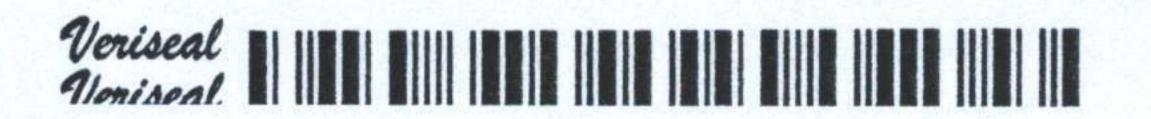




Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







### E-046-1716-126865

### ID No. C18EK246T001

### Register No. 157075231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Sethulekshmi S

## has been awarded the

# Diploma in Goods & Service Tax Practice

he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the **First Class with Distinction** at the examination held in July 2019

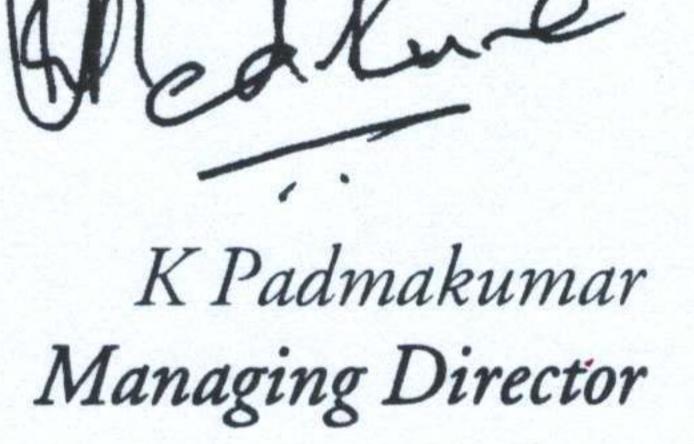
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







IV.

## E-046-1121-134508

## ID No. C18EK246T004

### Register No. 157145231





The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Shreya Jayakumar

has been awarded the

# Diploma in Goods & Service Tax Practice

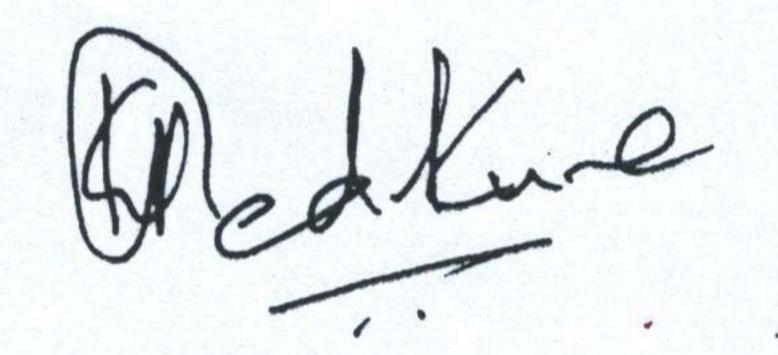
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Thiruvananthapuram Kerala, India, 695010 Dated: 21-March-2020





E-046-1741-126890

### ID No. C18EK246T014

### Register No. 157315231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Sreelakshmi KS

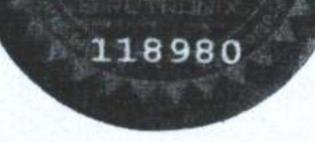
## has been awarded the

# Diploma in Goods & Service Tax Practice

he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the First Class at the examination held in July 2019

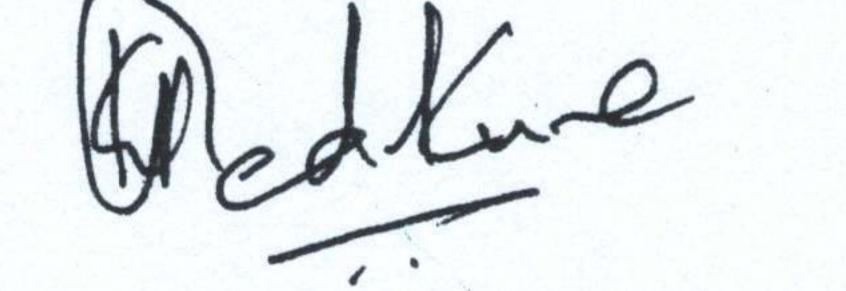
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Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1757-126906

### ID No. C18EK246T005

### Register No. 157155231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Suchithra PS

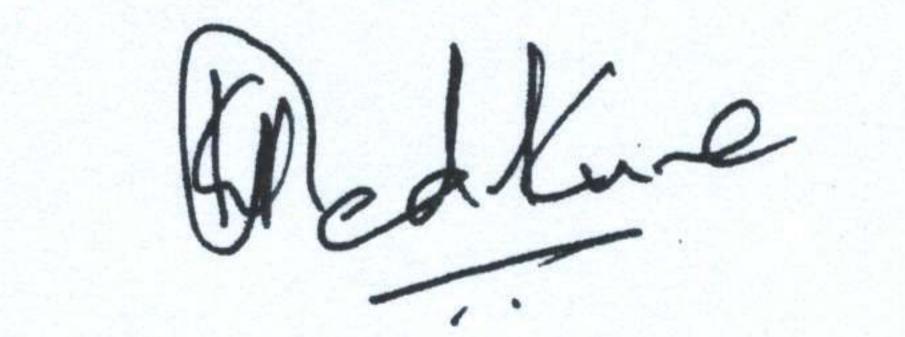
## has been awarded the

# Diploma in Goods & Service Tax Practice

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r.M.A.A.



Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019





E-046-1763-126912

### ID No. C18EK246T018

### Register No. 157385231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

Swetha K Prasad

has been awarded the

## Diploma in Goods & Service Tax Practice

he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the

First Class with Distinction at the examination held in July 2019

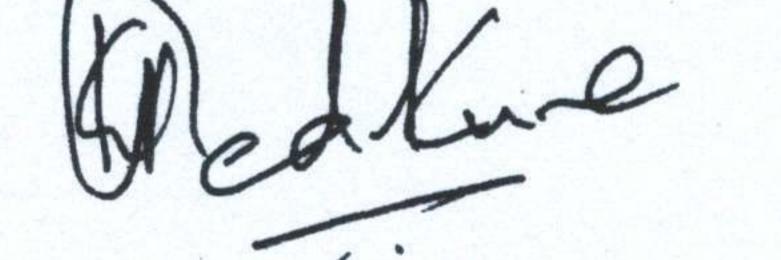
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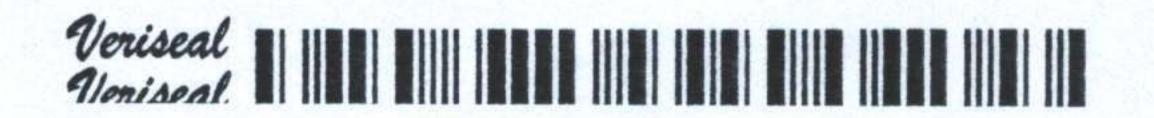




Thiruvananthapuram Kerala, India, 695010 Dated: 08-November-2019







E-046-1483-126632

### ID No. C18EK246T015

### Register No. 157345231



Certificate

The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd. hereby makes it known that

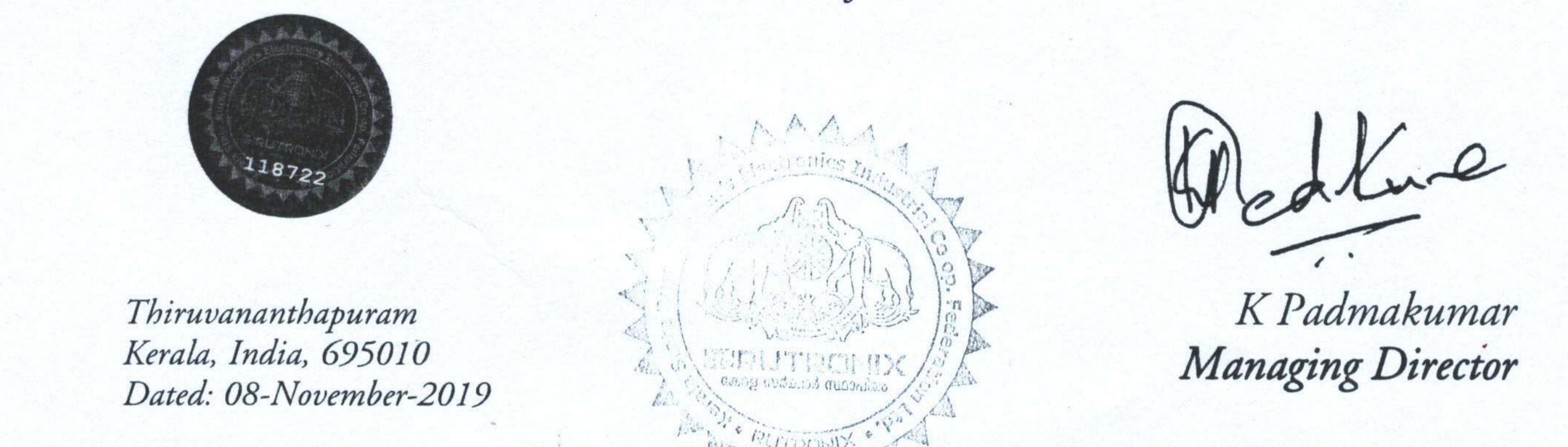
Amalu Das

## has been awarded the

## Diploma in Goods & Service Tax Practice

he/she, having been certified by duly appointed examiners to be qualified to receive the same, and having been by them placed in the **First Class** at the examination held in July 2019

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### DEPARTMENT OF COMMERCE BASELIUS

#### 2018 - 19 COLLEGE, KOTTAYAM

Month of ..... 2018 - 20 19

No. of working days in the month .

10 Total No. of working days ...

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-	Anjana Krishna. M	FN AN	And	Joseph .	Aspel	a	Anyur	and have	Cont	Lorde	Age	Nie	a	Josh	- Agent	- And	day		Lat	and a	Age	emp-	- Jat	Land	the state	A.				
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9.	Emy Ann Thomas.	FN AN	Burn	how	Agent Crow	W	Rear	hur	W.	ling	aver -	a	a	U U	Curr	Come	a	Ware Nor	Crown	Curr	Curry Curry	Carr	Cure	a how	aling	line	Compo			
-	Jisha Annie Thomas	FN AN	EFA	- AL	AF.	· E	No.	- BE	AF.	n Au	to	Jel .	ta a	à	are He	Francis	084	And And	Jak -	Stor A	- Jak	afra the	F	A A	Into	The	Jest a			
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14.	Nina Merian John		**	**	194	A A			AN AN	124		All A	124	a	a NAL NAL Dete	- the	the the	教教	来を	the the	the t	the state	the the	います!	Man	TAA TAA	North State	1		5. 
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#### 2018-19

#### **DEPARTMENT OF COMMERCE BASELIUS**

#### **COLLEGE, KOTTAYAM**

Month of ...... 20 - 20

No. of working days in the month .....

11 Total No. of working days .....

Class ..... Attendance POSTP April April April 2 3 04 API Au May No. of Days Present in the month of Attendance SINO 88 12/30 April kor Apr JUNC Nor Nov Nov Dec 17 SI a NOV Dec Dec Remarks Oct Fab NAMES 15 2 05 08 29 28 22 23 sigli No 13 site sale A ste SA. the Salter Call July . J Sthe 0 She 18 St. SIR A st Sh FN ST. 21. Swetha K Prasad. 2 a" kde. set. Sell. Sala SA. AN E A A Aler 444 ALC: ALL ALL ALL AND ATE A a ALE CI FN a Ayter 22. Anagha S. Namboothing a 0 Aster a AN FN AN gen - & an gen to the big and the br as by Aget Teacher incharge

#### 2018-19

#### **DEPARTMENT OF COMMERCE BASELIUS** Class ..... Attendance

#### COLLEGE, KOTTAYAM

Month of ..... 20 - 20

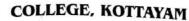
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Total No. of working days ..

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Class ...... Attendance

DEPARTMENT OF COMMERCE BASELIUS



Month of ...... 20 - 20

No. of working days in the month ...

Total No. of working days ....

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