

BASELIUS COLLEGE

KOTTAYAM

DIPLOMA

IN

GOODS AND SERVICE

TAX PRACTICE

SUPPORTING DOCUMENTS

- 1. BROCHURE**
- 2. SYLLABUS**
- 3. STUDENTS LIST**
- 4. CERTIFICATES**
- 5. ATTENDANCE SHEET**

BASELIUS COLLEGE, KOTTAYAM DEPARTMENT OF COMMERCE

Add On Course Offered:

DIPLOMA IN PRACTICAL ACCOUNTING AND TAX PRACTICE 2019-20



Contact

Ph: 9447110212

Email: baseliuscommerce@gmail.com

Note: Admission opened only to Baselius College students

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

2019-2020

Diploma in GST Practice

Department Of Commerce

1. Sara Ajith
2. Neeraj. R
3. Arsha Anilkumar
4. Adithya Shaji
5. Aparna Suresh
6. Gopika. R
7. Haritha P.V
8. Anaswara Kishore
9. Anjaly V.S
10. Arathy Krishnan
11. Aswathy Anil
12. Karthika P. Nair
13. Athira. S
14. Devapriya V Bhat
15. Varsha Rachel
16. Rahul Raju
17. Sreelakshmi T.L
18. Ayanamol A.P



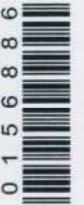
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National Council of Vocational and Research Training

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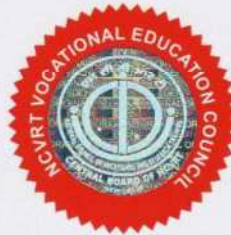
ADITHYA SHAJI

*with Register No. 1141207 Son/daughter of Mr. Shaji V.A
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
Registrar




परीक्षा का नियंत्रक
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Certificate

This is to Certify that

ANASWARA KISHORE

with Register No. 1141208 Son/daughter of Mr. Kishorekumar K.

was examined by the Board of National Council of Vocational and

Research Training during the year 2021

& qualified herself / himself for the award of

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ANJALY V.S

*with Register No. 1141209 Son/daughter of Mr. Sajimon V.G
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Certificate

This is to Certify that

APARNA SURESH

*with Register No. 1141210 Son/daughter of Mr. Suresh C.G
was examined by the Board of National Council of Vocational and
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ARATHI KRISHNAN

with Register No. 1141211 Son/daughter of Mr. P B Radhakrishnan Nair

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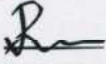



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This is to Certify that

ARSHA K ANILKUMAR


*with Register No. 1141212 Son/daughter of Mr. Anilkumar KP
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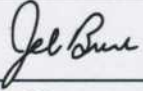
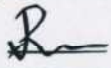



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ASWATHY ANIL


*with Register No. 1141213 Son/daughter of Mr. Anilkumar VT
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ATHIRA S


*with Register No. 1141214 Son/daughter of Mr. Sujith M K
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AYANAMOL.A.P

*with Register No. 1141215 Son/daughter of Mr. Abhilash.K.S
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
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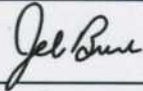
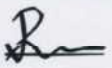



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Established under article 29 & 30(1) Constitution of India

Incorporated under the legislation of Ministry of Corporate Affairs, Section (8), Act - 2013.

GOVERNMENT OF INDIA



Certificate

This is to Certify that

DEVAPRIYA V. BHAT


*with Register No. 1141216 Son/daughter of Mr. Venkiteswara Bhat
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
Registrar




परीक्षा का नियंत्रक
Controller of Examination

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जांच की द्वारा Examined by	<i>R</i>
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Certificate

This is to Certify that

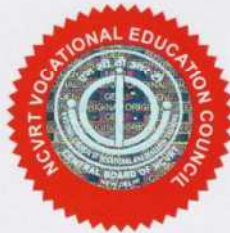
HARITHA .P.V


*with Register No. 1141217 Son/daughter of Mr. Venugopal.P.S
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
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Certificate

This is to Certify that

KRISHNA G NAIR


*with Register No. 1141219 Son/daughter of Mr. Madhukumar K B
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
Registrar




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Certificate

This is to Certify that

KARTHIKA P NAIR

*with Register No. 1141218 Son/daughter of Mr. Prasannakumar P R
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
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जांच की द्वारा Examined by	<i>R</i>
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Certificate

This is to Certify that

NEERAJ R

*with Register No. 1141220 Son/daughter of Mr. Rajesh N
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
Registrar




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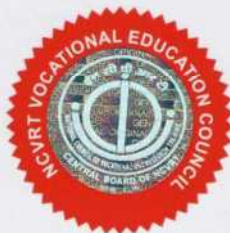
RAHUL RAJU


*with Register No. 1141221 Son/daughter of Mr. Raju J J
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
Registrar

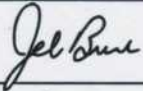




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GOVERNMENT OF INDIA



Certificate

This is to Certify that

SARA AJITH

*with Register No. 1141222 Son/daughter of Mr. Ajith Punnen John
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
Registrar




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Certificate

This is to Certify that

SREELAKSHMI T.L

*with Register No. 1141223 Son/daughter of Mr. T.V.Lakshmanan
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


रजिस्ट्रार
Registrar




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Certificate

This is to Certify that

VARSHA RACHEL PHILIP

*with Register No. 1141224 Son/daughter of Mr. Philip T Samuel
was examined by the Board of National Council of Vocational and
Research Training during the year 2021
& qualified herself / himself for the award of*

DIPLOMA IN PRACTICAL ACCOUNTING & TAX PRACTICE (6 MONTHS)

His / Her overall conduct is Good.


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2019-20

DEPARTMENT OF COMMERCE BASELIUS

Class Practical...Accounting Attendance

SI No	NAMES		Date													
			10th Aug 2019	15th Jan 2020	25 Jan 2020	1 FEB 2020	8 FEB 2020	25/7	1/8	3/8	14/8	15/8	21/8	22/8		
1.	Neeraj R.	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present	Present Present								
2.	Rahul Raj	FN AN	AB AB	Present Present	AB AB	AB AB										
3.	Krishna G. Nair	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
4.	Aswathy Anil	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
5.	Arsha K. Anilkumar	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
6.	Adithya Shaji	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
7.	Aparna Suresh	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
8.	Ajonomol A.P.	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
9.	Sreelakshmi T.L.	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
10.	Karthika P. Nair	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
11.	Anjali V.S.	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
12.	Althira S	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
13.	Sara Ajithi	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
14.	Devapriya V Bhatt	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
15.	Anaswara Kishore	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
16.	Haritha P.V.	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
17.	Aarater Krishnan	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
18.	Vaishya Rachel Philip	FN AN	Present Present	AB AB	Present Present	Present Present	Present Present									
		FN AN														
		FN AN														

COLLEGE, KOTTAYAM

No. of working days in the month

Month of 20 - 20

1:

Total No. of working days

SI No	Date														No. of Days Present in the month	Cumulative Attendance	Remarks	
	12/9	19/9	26/9	3/10	10/10	17/10	24/10	31/10	7/11	14/11	21/11	28/11	5/12	12/12				

Teacher incharge

Instructor
Comm...
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