

BASELIUS COLLEGE, KOTTAYAM

DIPLOMA IN GOODS AND SERVICE TAX

SUPPORTING DOCUMENTS

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BASELIUS COLLEGE, KOTTAYAM

Department of Commerce

ADD ON COURSE OFFERED:

**Diploma in Goods and Service
Tax Practice
2017-18**

Note: Admission opened only to Baselius
College students

Contact

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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

Department of Commerce
Diploma in Goods and Service Tax Practice

Sl No.	List of Students
1	Abhirami Chandran
2	Achu Anna George
3	Amal Mathew
4	Amala Jose
5	Antony Vijitha
6	Ashna Susan Thomas
7	Hanna Susan Abraham
8	Irine Elizebeth Shibu
9	Jomin Joykutty
10	Joycy Markose
11	Kesia A
12	Kevin Kuruvilla
13	Meera G. Krishna
14	Nivitha Suresh
15	Rosmy Grace John
16	Vishnu C Prakash



Certificate

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

Abhirami Chandran

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 2018

Given under the seal of the Federation



Thiruvananthapuram
Kerala, India, 695010
Dated: 22-November-2018



K Padmakumar
Managing Director





Certificate

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

Achu Anna George

has been awarded the

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Amala Jose

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Antony Vijitha

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DK-01-289-111941

ID No. C17DK01T006

Register No. 521771323



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*The Kerala State Rural Women's Electronics Industrial Co-operative
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Ashna Susan Thomas

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Hanna Susan Abraham

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Irine Elizabeth Shibu

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Jomin Joykutty

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Joycy Markose

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Kesia A

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Kevin Kuruvilla Jacob

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Meera G Krishna

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