



MES ASMABI COLLEGE, P. VEMBALLUR

With

TAX STUDY CENTRE, ERNAKULAM



MoU REPORT

"A Diploma in Goods and Service Tax Practice equips students with expertise in GST compliance and implementation, preparing them for roles in tax advisory and compliance management."

CURRICULUM & ASSESSMENT PROCEDURE

Department	: PG Department of Commerce
Name of the Course	: Diploma in Goods and Service Tax Practice
Course Code	: ASCEP29
Name of the Coordinator	: Dr. Princy Francis
Head of the Department	: Dr. Princy Francis
Number of students	: 33
Duration of the course	: 30 Hours
Level	: UG/PG
Teaching Methodology	: Direct method, group discussion and pair work
Teaching Aids	: PPT, handouts & videos

OBJECTIVES

- Understand the concepts and principles of Goods and Services Tax.
- Comprehend the GST law and its applicability to different transactions.
- Identify and fulfill the compliance requirements related to GST.
- Handle GST accounting and prepare accurate GST returns.
- Advise clients or businesses on GST-related matters effectively.
- Stay updated with changes and amendments in GST regulations.

COURSE CONTENT

1. Introduction to Goods and Services Tax

- Overview of indirect taxes and the need for GST
- GST in the Indian context: Evolution and implementation
- Features and components of GST

2. GST Fundamentals

- GST Structure: CGST, SGST, IGST
- Input Tax Credit (ITC) mechanism
- GST rates and classifications

3. GST Registration and Compliance

- Threshold limits and mandatory registration
- GST registration process and documentation
- Time and manner of GST payment
- Invoice and record-keeping requirements

4. GST Returns and E-Filing

- Types of GST returns and their due dates
- Preparation and filing of GSTR-1, GSTR-3B, GSTR-9, etc.
- Handling amendments and rectifications
- E-way bills and their significance

5. Input Tax Credit and Reversal

- Conditions for availing ITC
- ITC reconciliation and matching
- Cases of ITC reversal and their treatment

6. GST Audit and Assessment

- GST audit process and documentation
- Handling GST assessments and appeals
- Penalties and consequences of non-compliance

7. Special Transactions under GST

- Reverse charge mechanism (RCM)
- Composition scheme under GST
- Export and import of goods and service

8. Recent Developments and Case Studies

- Recent changes in GST law and notifications
- Analyzing practical case studies related to GST

Assessment Procedure:

The assessment will be designed to evaluate students' understanding and application of the course concepts. The assessment procedure will include the following components:

1. Written Examinations
2. Practical Assignments
3. Case Studies
4. Group Projects
5. Presentations
6. Class Participation
7. Final Examination

ACCOUNTANT & GST PRACTITIONER TRAINING

Diploma in Goods & Services Tax Practice (DGSTP)

B.Com/BBA/BBM/LLB കാർക്ക് Chartered Accountant നെ പോലെ Professional Tax Practitioner/Accountant ആയി പ്രവർത്തിക്കുവാൻ ഗവൺമെന്റ് ലൈസൻസ് ലഭിക്കുന്നു. Tax Practitioner ആയും Accountant ആയും പ്രവർത്തിക്കുന്നതിന് ആവശ്യമായ വിവിധതരം സ്ഥാപനങ്ങളുടെ ഒറിജിനൽ Accounting, Auditing വർക്കുകളും, GST, Income Tax, Customs Duty, General Sales Tax, ESI, PF മുതലായ എല്ലാവിധ Tax നിയമങ്ങളും ഒരു കൂട്ടം Chartered Accountants, Tax Practitioners, Advocates, Retired Tax Officials മുതലായവർ അതിവിദഗ്ദ്ധമായി Training നൽകുന്ന കഴിഞ്ഞ 26 വർഷങ്ങളായി ഈ രംഗത്തു പ്രവർത്തിക്കുന്ന കേരളത്തിലെ ആദ്യത്തെ സ്ഥാപനമാണ് **Tax Study Centre.**

മേൽപറഞ്ഞ കോഴ്സുകളോടൊപ്പം തന്നെ DGSTP കോഴ്സ് ചെയ്താൽ ഒരു ഡിപ്ലോമയും കൂടി നിങ്ങൾക്ക് ലഭിക്കുന്നു. ഈ കോഴ്സ് നിങ്ങളുടെ കോളേജിലും ആരംഭിക്കുവാൻ ആഗ്രഹിക്കുന്നവർ ടെക്സിൽ taxstudycentre92@gmail.com എന്ന Email വിലാസവുമായി ബന്ധപ്പെടുക.

താഴെ പറയുന്ന കോളേജുകളിൽ ഈ കോഴ്സ് ഇപ്പോൾ തന്നെ ലഭ്യമാണ്.

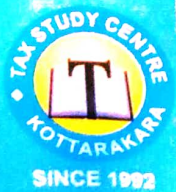
ERNAKULAM: St. Therasas College, Ernakulam Dist, Angamaly MES College, Kunnukara, S.H. College, Thevara, Bharatmatha College, Thrikkakara, St. Kuriakose College, Kuruppumpadi, Nirmala College, Mulanthuruthy, UC College, Aluva, **KOTTAYAM:** Basalious College, B.V.M. HolyCross College, Cherpunkal, Kristhu Jyothi College, Changanasserry, Mar Kuriakose College, Puthuveli, St. Mary's College, Manarcaud, BCM College. **PATHANAMTHITTA:** Namboothri's College, Thiruvalla, Marthomas College, Thiruvalla. **WAYANAD:** Govt. College, Kalpetta, Don Bosco College, Sulthan Bathery. **THIRUVANANTHAPURAM:** Chand Acadamy, Pattom, Chand Acadamy, Thykadu. **IDUKKI:** JPM College, Labakada, Mar Basalious College, Adimali, St. Sebastian College, Kattappana, Stella Marys College, Adimali, Santhigiri College, Vazhithala. **KANNUR:** Christ College, Thalassery, Madayi Arts & Science College, STEMS College, Morazha, Mary Matha Arts & Science College, Alakode, Navajyothi Arts & Science College, Cherupuzha, Adithya Kiran Arts & Science College, Kuttur. **KASARAGODE:** Sharaf Arts & Science College, Cheruvathoor, **MALAPPURAM:** Scholar College, Ponnani. **PALAKKAD:** Government College, Chittoor, Govt. Arts & Commerce College, Kozhinjampara, Mercy College, Chinmaya Mission College. **THRISSUR:** Christ College, Irinjalakuda, Vimala College, S.H. College, Chalakudy, St. Alosiyus College, Elthuruth, Nirmala College, Chalakudy, Aryabhatta College, Guruvayoor, Wisdom College, Pavaratty.

TAX STUDY CENTRE

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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

S1 Short title- extent and commencement S2 Definitions : Aggregate turnover -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- 48 Returns -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, S67-72 Inspection, 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.

Shreyas



KERALA STATE RUTRONIX

KERALA STATE RURAL WOMEN'S ELECTRONICS INDUSTRIAL
CO-OPERATIVE FEDERATION LTD.

(Established By Government of Kerala)

DIPLOMA IN GOODS AND SERVICE TAX PRACTICE

(Duration of Course - 6 Months)

MARK LIST

The marks obtained by **Suhana O B** in the examination held in July 2019 with Register No. **158425231** are given below

Subject	Marks awarded			Minimum marks for pass			Maximum marks		
	Final examination	Internal evaluation	Total	Final examination	Internal evaluation	Total	Final examination	Internal evaluation	Total
Financial Accounting	53	49	102	40	-	-	100	50	150
Direct & Indirect Tax (with GST)	75	49	124	40	-	-	100	50	150
Tally (with GST)	80	49	129	40	-	-	100	50	150
Practical (Tally)	70	45	115	40	-	-	100	50	150
Grand Total			470			300	400	200	600
Grand Total of marks awarded (in words)	FOUR SEVEN ZERO								

The grading system is evaluated solely on marks in the basis of final examinations marks only. (excluding internal marks) : 60% & above First Class, 75% & above Distinction

[Signature]
Co-ordinator

Thiruvananthapuram
Kerala-695 010
Date: 08-Nov-2019



[Signature]
Controller of Examinations

[Signature]
PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P. VEMBALLUR,
KODUNGALLUR - 680 671

312

[Signature]
HOD

E-046-1758-126907

ID No. C18EC246T020

Register No. 158425231



Certificate

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

Suhana O B

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

Given under the seal of the Federation



Thiruvananthapuram
Kerala, India, 695010

Dated: 08-November-2019



K Padmakumar
Managing Director

For
REENAMIL
PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671

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Academic Event Report

Course Name: Diploma in Goods and Service Tax Practice 2018-19

Conducted by: P G Department of Commerce, MES Asmabi College

In association with: Tax Study Centre Course

Duration: 30 hours

Number of Students Enrolled: 33

Coordinator: Dr. Princy Francis

Introduction:

The Diploma in Goods and Service Tax Practice was organized by the P G Department of Commerce at MES Asmabi College in collaboration with the Tax Study Centre. The course aimed to provide undergraduate (UG) and postgraduate (PG) students with comprehensive knowledge and practical skills related to Goods and Service Tax (GST). It was designed to equip the participants with the necessary expertise to understand, implement, and comply with GST regulations in different business scenarios.

Course Content:

The curriculum of the Diploma in Goods and Service Tax Practice covered a wide range of topics to ensure a comprehensive understanding of GST principles and practices. Some of the key areas included:

1. Introduction to Goods and Services Tax
2. GST Framework and Structure
3. GST Registration and Migration
4. Input Tax Credit and its Utilization
5. GST Return Filing and Compliance
6. GST Accounting and Record Keeping
7. GST Audit and Assessment
8. E-way Bill System and its Implications
9. GST and E-commerce
10. Special Provisions for Special Economic Zones (SEZs) under GST
11. Recent Updates and Amendments in GST

Program Evaluation:

The effectiveness of the Diploma in Goods and Service Tax Practice was assessed through various means, including regular evaluations, quizzes, practical assignments, and participation in group discussions and pair work. The students' active involvement and keen interest in the subject were evident throughout the course.

Program Evaluation:

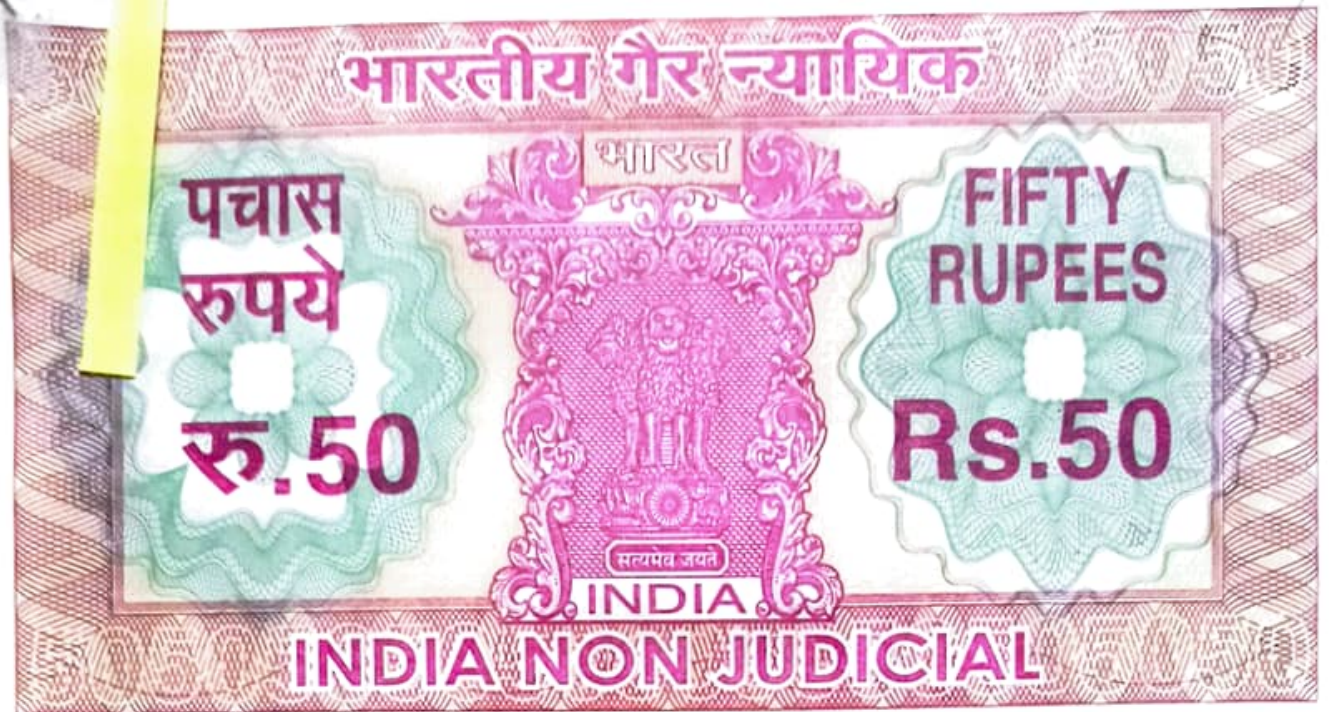
The effectiveness of the Diploma in Goods and Service Tax Practice was assessed through various means, including regular evaluations, quizzes, practical assignments, and participation in group discussions and pair work. The students' active involvement and keen interest in the subject were evident throughout the course.

Students Feedback:

The Diploma in Goods and Service Tax Practice course has received overwhelmingly positive feedback from the students who participated in the program. The course, conducted by Dr. Princy Francis, proved to be an invaluable learning experience for the students, equipping them with comprehensive knowledge and practical skills related to Goods and Service Tax (GST). Students appreciated the well-structured curriculum that covered all essential aspects of GST. From fundamental principles to the latest amendments, the course provided relevant and up-to-date information; ensuring students were well-prepared to navigate the complexities of GST regulations. The course materials, including PPTs, handouts, and videos, were found to be comprehensive and useful for further reference and reinforcement of concepts

Conclusion:

The Diploma in Goods and Service Tax Practice conducted by PG Department of Commerce, MES Asmabi College, in association with the Tax Study Centre, proved to be a valuable learning experience for the 33 enrolled students. The course, coordinated by Dr. Princy Francis, successfully provided participants with a comprehensive understanding of GST principles, compliance requirements, accounting procedures, and advisory skills. The utilization of various teaching methodologies, such as the Direct Method, group discussions, and pair work, contributed significantly to the students' holistic development in the domain of GST. The knowledge gained from this program will undoubtedly benefit the students in their future careers and endeavors related to GST and taxation.



കേരളം കേരल KERALA

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding entered on the 1st August, 2018 between MES ASMABI COLLEGE, P.VEMBALLUR, KODUNGALLUR - 680 671 THRISSUR DIST. KERALA represented by its Principal Dr. Ajims P. Mohammed, (hereinafter referred to as the FIRST PARTY) which term shall mean and include his successors, representatives etc., and The Tax Study Centre, 2nd Floor, 'CPI' Building, Judges Avenue, Lisie Junction, Kaloor, Ernakulam - 682 017 represented by its Managing Director, Mr. S Omanakuttan, Valiyavila Veedu, Kurumpaloor, Kottarakara P.O, Kollam (hereinafter referred to as the SECOND PARTY).

Whereas the Second Party is the Authorized Training Partner of Kerala State Rutronix, (Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd., an organization established by Government of Kerala) to conduct Training in Diploma in GST Practice (DGSTP), Diploma in Sales Tax Practice (DSTP) and Tally with GST Courses.

FIRST PARTY

SECOND PARTY

Dr. Ajims P. Mohammed

S. Omanakuttan

Principal, MES Asmabi College

Managing Director

P. Vemballur, Kodungallur

no: 19809/1850/-
4.8.18

S. രാമകൃഷ്ണൻ സാർ
സഹകാരി മാനേജർ

ANDAMALY VENDOR
NO. 1850/1850/18

03 AUG 2018

(Handwritten signature)

4. The First Party will provide all necessary infrastructure including classroom facilities, computers, electrical power, etc. to the possible extent. The college will have full control on all items said above and will provide the required services. It would even maintain the computers and accessories to the best of their ability and would regularly pay the electricity and other related expenses.

5. The Second Party will arrange to install the required soft-wares and also arrange qualified and competent faculties to conduct the classes to the best satisfaction of the First Party.

6. The date and time of the classes will be finalized on mutual discussion and can be changed or altered on mutual agreement.

7. The Post Graduate Department of Commerce, MES Asmabi College, P. Vemballur, will be in- charge of the programme. Ms. Princy Francis, Asstt. Professor, will be the co-ordinator and representative of the First Party for conducting this course.

8. The course fee for the said course is Rs.6,000/- [Rupees Six Thousand only] to be paid by each student.

9. The total fees for the course (including the Registration and Examination fees of Rutronix) will be Rs. 8,600/- [Rupees Eight thousand Six Hundred only]. This will be collected from students by the First Party and 80% of the course fees of Rs. 6000/- along with the full Examination and Registration fees will be reimbursed to the SECOND PARTY. The total fees will be paid in 3 installments as detailed below by the FIRST PARTY to the SECOND PARTY:

First Installment: On Starting Date - Rs. 2500/- per student

Second Installment: Rs. 2,450/- per student - after 3 months

Third Installment: Rs. 2,450/- per student - after 5 months

FIRST PARTY

Dr. Ajims P. Mohammed

Principal, MES Asmabi College

P. Vemballur, Kodungallur

SECOND PARTY

S. Omanakuttan

Managing Director

10. The License fee for Tax Practitioner is Rs.500/- per student, which will have to be paid in addition to the above fees, as and when they complete the Degree for enrollment as GST Practitioner. The Second Party shall make all arrangements for obtaining the License from the relevant Govt. Department.

11. There will be a joint evaluation of the programme once in a quarter and the answer scripts will be valued by the Second Party, and this would be returned to the First Party for further necessary action.

13. This agreement will be in force from 1st of August, 2018 till the completion of Course to the best satisfaction of the First Party.

The parties have set their signature on this document under their office seal.

IN WITNESS WHERE OF:

In witness where of the parties here have affixed their signature to this MOU on the day, month and year here in above first mentioned.

FIRST PARTY

Dr. Ajims P. Mohammed
Principal, MES Asmabi College
P. Vemballur, Kodungallur

SECOND PARTY

S. Omankuttan
Managing Director

Witnesses :

1. Princy Francis

2. Moidankutty Thanikkal