

SCHOOL OF MANAGEMENT STUDIES

**Certificate Course
in
Goods & Services Tax
INFORMATION BROCHURE**

**For admission to the
Academic Year 2019-20**



**One Tax
One Nation**



**KAVAYITRI BAHINABAI CHAUDHARI NORTH
MAHARASHTRA UNIVERSITY, JALGAON**

INTRODUCTION

GST was introduced by Government of India on 1 July 2017 as a 'Good & Simple Tax'. Goods & Services Tax (GST) is a comprehensive indirect tax levied on goods as well as services at the national level. GST is a consumption based tax levied on the basis of "Destination principle." It is an inclusive tax regime, to be collected on value-added at each stage of the supply chain, with taxes on inputs credited against taxes on output. Its main objective is to consolidate multiple indirect tax levies into a single tax regime and eliminate the cascading effect.



The GST domain includes varied concepts from registration, payment, returns, refunds, classification and valuation, place and time of supply, input/output credit, and compliance system along with various other new concepts. GST is a proactive step towards a vivid opportunity for the country. It will redefine Indian economy on the international front as "one tax and one market".

The course gives a comprehensive insight about principles of GST as well as other nuances of the new indirect tax regime. It encourages the candidate to gain an understanding about relevancy of GST inclusively as well as of the preparations and challenges that lie ahead.

OBJECTIVES OF THE PROGRAM

1. To aware the students about the provisions of the GST Act.
2. To familiarize the students with the procedural requirements of the GST.
3. To familiarize the students with the documents and records required under the GST Act.
4. To enable students to acquire the basic skills to handle the GST portal.
5. To enable students to acquire the working knowledge of the GST.
6. To enable entrepreneurs and budding entrepreneurs to understand GSTcompliances.

LEVEL OF KNOWLEDGE EXPECTED

- Working Knowledge with practical utility.

DURATION OF THE PROGRAM

- 32 hrs Add-On Certificate Course.

PROGRAM OUTCOME

Students enrolled for the Certificate Course in GST will get following opportunities.

- Opportunity to work with a Tax Practitioners as their Tax Executives.
- Opportunity to work in Corporate Sector in the area of Taxation as Finance Executive or Finance Manager.
- Entrepreneurs & Budding Entrepreneurs would understand the compliances of GST for their businesses or prospective businesses.

ELIGIBILITY CRITERIA & FEE STRUCTURE

- Any graduates shall be eligible for the admission to the course.
- **Course Fees:** Rs. 1500/- .

INTAKE CAPACITY

- 20 Seats on first cum first basis. (Additional admission to the course is prerogative of the school)

COURSE STRUCTURE & DURATION

Course is of one year duration and will be of 32 Hrs imparted through training programme covering theoretical and practical aspects of GST. This course consists of two papers and the medium of instruction and examination will be English. For Paper II the Internal Assignments in Tally would be completed in College Laboratory having sufficient number of computers with required Licensed Software through Skill Knowledge Provider (SKP).

PAPER I: Procedural Aspects of Goods & Services Tax (Theory) [60 External + 40 Internal =100Marks]

Unit – 1: Basics Framework of GST and Important Definitions under GST Act.

Unit – 2: Time & Value of Supply and levy of GST.

Unit – 3: Registrations under GST and Maintenance of Records and Books.

Unit – 4: Returns and Payments under GST.

Unit 5: Tally with GST (Internal Training).

PAPER II: Practical's based on Goods & Services (Practical) (100 Marks)

Note: Total number of lectures amounting to total 32 hours for paper I & II.

EXAMINATION/ASSESSMENT

1. A theory papers I shall carry 40 Marks for Internal Assessment and 60 Marks for external assessment.
2. For Paper II Practical Examination shall carry 100 Marks for external assessment.
3. A student has to score minimum 50% of marks in each paper and aggregate score of 50% marks in all three papers to pass the course in GST.

CERTIFICATION

The candidates successfully qualifying the Course shall be awarded a Certificate to that effect in the appropriate form by School of Management Studies, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

FACILITIES AVAILABLE

- Central and Departmental Library, Hostel with mess, Canteen, Health Centre, Sport Complex, Gymnasium facilities are available in the natural, beautiful, pollution free and peaceful academic campus of the Kavayitri Bahinabai Chaudhari North Maharashtra University which is 10 Km away from the Jalgaon city.
- Computer Laboratory with Internet facility for students.

CANCELLATION OF ADMISSION

No candidate will be allowed to cancel his/her admission after commencement of course. If any candidate wants to cancel his/her admission, the fees would not be refundable.

SUBMISSION OF APPLICATION FORM

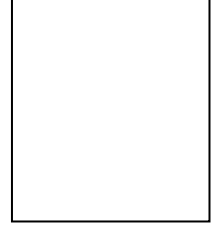
Submit your application form in person to the Course Co-ordinator, School of Management Studies, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

Course Co-ordinator
Dr.A.N. Barekar

Course Director
Prof. A.P.Dongre
Director
School of Management Studies

School of Management Studies
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Application Form
Certificate course in GST



Name (in CAPITAL): _____

Father's Name: _____

Mother's Name: _____

Category: Open/SC/ST/VJ(NT),OBC,EWS,SEBC

Date of Birth: _____

Gender: _____

Address: _____

Mobile: _____ **Email:** _____

Educational Details:

Sr.No.	Degree	School/University	Marks obtained	Out of Marks	Year of passing

Current Status: Student/Professional

If Professional, give details

Name of the Organisation: _____

Address of the Organisation: _____ Designation: _____

I hereby declare that all statements made in this application to the best of my knowledge and beliefs are true, complete and correct. I understand that in the event of any information being found false or incorrect, my admission is liable to be cancelled.

Date :

Name and signature of the candidate

Place :

Contact for any queries further

**School of Management Studies, Kavayitri Bahinabai
Chaudhari North Maharashtra University, Jalgaon-
425001.**

Ph: 0257-2257460, Mob: 9890513314; 9970732608

website:www.nmu.ac.in





School of Management Studies
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon
Certificate Course in Goods & Service tax
(With effect from AY 2019-20)

Structure of the Course

Objectives of the program:-

1. To aware the students about the provisions of the GST Act.
2. To familiarize the students with the procedural requirements of the GST.
3. To familiarize the students with the documents and records required under the GST Act.
4. To enable students to acquire the basic skills to handle the GST portal.
5. To enable students to acquire the working knowledge of the GST.
6. To enable entrepreneurs and budding entrepreneurs to understand GST compliances.

Level of knowledge expected: - Working Knowledge with practical utility.

Duration of the Program: 32 hrs Add-On Certificate Course.

Eligibility Criteria for students: Any Graduate student

Course Structure:

There shall be two papers as stated below:

PAPER I: Procedural Aspects of Goods & Services Tax (Theory) [60 External + 40 Internal =100Marks]

PAPER II: Practical's Based on Goods & Services (Practical) (100 Marks)

Teaching Hours Required:

Total number of lectures amounting to total 32 hours for paper I & II

Pattern of Instructions:

1. The medium of instruction shall be English.
2. For Paper II the Internal Assignments in Tally would be completed in College Laboratory having sufficient number of computers with required Licensed Software through Skill Knowledge Provider (SKP).

Pattern of Examination: The Examinations conducted by the School

Scheme of Examinations:

1. A theory papers I shall carry 40 Marks for Internal Assessment and 60 Marks for external assessment.
2. For Paper II Practical Examination shall carry 100 Marks for external assessment.
3. A student has to score minimum 50% of marks in each paper and aggregate score of 50% marks in all three papers to pass the certification course in GST.

Fees Structure: Rs. 1500/-

Program Outcome:-

Students enrolled for the Certificate Course in GST will get following opportunities.

1. Opportunity to work with a Tax Practitioners as their Tax Executives.
2. Opportunity to work in Corporate Sector in the area of Taxation as Finance Executive or FinanceManager.
3. Entrepreneurs & Budding Entrepreneurs would understand the compliances of GST for their businesses or prospectivebusinesses.



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Certificate Course in Goods & Services tax
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Paper I– Procedural Aspects of Goods & Services Tax
[Total Marks: 60 External + 40 Internal =100 Marks] Total Hours: 16

(**Note:** For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable)

Objective:

1. To develop basic understanding of procedural aspects of Goods & Service Tax Law.
2. To provide overview of various provisions under GST Law.

Unit – 1: Basics Framework of GST and Important Definitions under GST Act

- 1.1 History of Goods and Services Tax in World and in India.
- 1.2 Merits and Demerits of GST.
- 1.3 Types of GST.
- 1.4 Role of GST Council.
- 1.5 Important Definitions:
Aggregate Turnover, Business, Capital Goods, Goods, Service, Input Tax Credit, Inter-State and Intra-State Supply of Goods and Services, Invoice and Tax Invoice, Taxable Supply and Non Taxable Supply

Unit – 2: Time & Value of Supply and levy of GST

- 2.1 Meaning and Scope of supply (Section7).
- 2.1 Time of Supply of Goods and Services
- 2.2 Value of Supply of Goods and Services
- 2.3 Composition levy (Section10).
- 2.4 Exemption from Tax

Unit – 3: Registrations under GST and Maintenance of Records and Books

- 3.1 Persons liable for Registration, Persons not liable for registration
- 3.2 Compulsory Registration, Exemption
- 3.3 Procedure for Registration, Deemed Registration
- 3.4 Cancellation of Registration
- 3.5 Tax Invoice, time of issue of tax invoice (Rule 46 to55)
- 3.6 Issue of debit note, issue of credit note
- 3.7 Types of Electronic Ledgers
- 3.8 Accounts and Period of Retention of Accounts (Rule No. 56 to59)
- 3.9 E-way Bill
- 3.10 Input Tax Credit

Unit - 4 Returns and Payments under GST

- 4.1 Types of Returns and Furnishing of Returns
- 4.2 Annual Return
- 4.3 Payment of Tax, Interest and Penalty
- 4.4 Interest on delayed payment of tax

Unit 5: Tally with GST (Internal Training)

(Note: These Internal assignments will be taught in dedicated Computer LABs having Tally ERP software with GST and Internet facility)

Assignment No.1: Accounting in Tally ERP software with GST

- 5.1 Introduction to Tally & Gateway of Tally
- 5.2 Vouchers in Tally -Purchase, Sales, , Receipt, Payment vouchers, Debit and Credit Note.
- 5.3 Sales Invoice, Debit and Credit Note Printing through Tally
- 5.4 Sales and Purchase Register(Columnar)
- 5.5 Export feature under Tally
- 5.6 GST Related Reports from Tally
- 5.7 Trial Balance and Financial Statements in Tally- P & L A/c, Balance Sheet

Assignment 2: Creation, Deletion and Alteration of company in Tally

A. Creation of Company

Create a company Sunrise Electronics, Jalgaon with Accounts with Inventory and all other imaginary information required to open it.

B. Alteration of Company

Alter the details of Sunrise Electronics if its Name is changed to New Sunrise Electronics

C. Deletion of Company

Create a company Temporary Sales Corporation, Jalgaon with imaginary information required to open it and then Delete Temporary Sales Corporation from Tally.

Assignment 3: Creation of Ledger & Group in Tally

Creation of Ledger Accounts by assigning the proper groups and opening Balances of those accounts as on 31st March, 20XX in the books Sunrise Electronics, Jalgaon as per the following the information.

Sr. No.	Ledger Name (To Be Created)
1.	Rate – Wise Input CGST, SGST, IGST A/c
2.	Rate – Wise Output CGST, SGST, IGST A/c
3.	SBI Bank A/c
4.	Machinery A/c
5.	Sales Account
6.	Purchases Account

Assignment 4: Journal Entries in Tally

Journalize the following transactions in the books of **Alfa Electronics, Jalgaon** along with their appropriate narrations:-

- a. Started Business with Cash Rs.3, 00,000 and Building Rs.25,00,000 on 1stApril,20XX
- b. Purchase of 20 Samsung Mobiles (Inward supply) of Rs.18, 000 per unit @12% GST from Mr. Ajay at Mumbai on 2ndApril, 20XX.
- c. Purchased Furniture from Delhi of Rs.2, 00,000 through SBI Bank Cheque No 123456 on 30thApril, 20XX @12 %GST.
- d. Sold 10 Samsung Mobiles (Outward supply) to Mr. Vijay at Pune for Rs. 20,000 @12% GST on 30thApril, 20XX.
- e. Received a cheque of Rs. 2, 00,000 from Mr. Vijay (Cheque No.700001) which is deposited in SBI Bank A/c (No.SBIIND123456789) on 1stMay,20XX.
- f. Sold 10 Samsung Mobiles (Outward supply) to Mr. Sanjay at Indore for Rs. 22,000 @12% GST on 1stJune,20XX.

References & Recommended Books

1. Central Goods & Services TaxAct,2017
2. Integrated Goods & Services TaxAct,2017
3. Maharashtra Goods & Services TaxAct,2017
4. Central Goods & Services TaxRules,2017
5. Maharashtra Goods & Services TaxRules,2017
6. India GST for beginners (2ndEdition, June 2017) (Paper pack) by Jayaram Hiregange and Deepak Rao, White Falcon Publishing
7. GST made easy-answer to all your queries on GST (Paper pack) TAXMAN Publication.
8. GST Manual, 4thEdition 2017, publisher Taxman.
9. GST- How to make your business GST ready, by V.S. Date, publisher TAXMAN
10. Goods & Services Tax (Act with Rules), publisher: Bharat Law House Pvt. Ltd.
11. CA IPCC GST Study Material.
12. CS Executive Level GST Study Material
13. ICMAI Intermediate Level GST Study Material
14. <https://www.gstn.org>
15. www.cbec.gov.in



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PAPER II – PracticalS Based on Goods & Services Tax
(With effect from AY 2019-20)

[Total Marks: 60 External + 40 Internal =100 Marks] Total Hours: 16

(Note – For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable)

Objective:

To develop practical ability to apply theoretical knowledge in addressing application oriented issues.

Assignment 1:

List of Documents Required for Registration under the GST Laws and Procedure for Registration on the GST Portal.

Assignment 2:

Understanding components of Invoice, Debit Notes, Credit Notes and procedure for obtaining E-Way Bills.

Assignment 3:

Preparation of Returns, Using the GST Offline Tool provided by GSTN, Electronic Ledgers and Components of GST Common Portal.

Important Guidelines for completion of Project:

1. The student has to perform following Assignments under the guidance of the GST Expert.
2. The above assignments should be completed in form of a project (using screenshots, flowcharts, tree diagrams and photocopies, wherever required) to be evaluated by external examiner appointed by University.

References

1. <https://www.gstn.org>
2. www.cbec.gov.in
3. <https://tallysolutions.com/>
4. Central Goods & Services Tax Act, 2017
5. Integrated Goods & Services Tax Act, 2017
6. Maharashtra Goods & Services Tax Act, 2017
7. Central Goods & Services Tax Rules, 2017
8. Maharashtra Goods & Services Tax Rules, 2017