

**ADD-ON / VALUE ADDED COURSES**  
**VIMALA COLLEGE (AUTONOMOUS), THRISSUR**  
**for the Academic Year 2020-2021**

**Chartered Certified Accountant (ACCA UK)**

Title of the proposed course	: Chartered Certified Accountant (ACCA UK)
Duration (specify hours too)	: 2-3 years
Course offered by Accountants(UK)	: Association of Chartered Certified
Name & designation of the coordinator	: Souwmya Nambiar
Course fee	: Rs.136200/-
Details of collaboration, if any	: GLOBALFTI
No. of participants expected	: 40 nos

**COURSE OUTCOME**

The ACCA Course or Qualification is offered globally by the Association of Chartered Certified Accountants of UK, a global body for professional accountants. ACCA aims to offer business-relevant, first choice qualifications to people of application, ability and ambition globally who seek a rewarding career in accountancy, finance and management.

ACCA is a globally-recognized accounting qualification that provides a strong foundation to students and professionals for careers in Accounting, Tax Consulting, Auditing, Business Valuation, Treasury Management etc.

In this course, students learn major topics include Chartered accounting, Financial accounting, Risk management, Working Capital management, Mergers and acquisitions, Maintaining chartered accounts, and Business Valuation.

By pursuing the ACCA course, you get access to opportunities all over the world. As it is a globally recognized accountancy organization, acquiring this qualification is a great way to build a career in accountancy and finance.

ACCA members can work in sectors like audit and assurance, business development, business restructuring, commercial finance, compliance and risk, consulting and advisory, corporate and business accounting, corporate finance, cyber security, education and training, finance and

administration, investor relations, leadership, project management, support services, tax, treasury, etc.

## **SYLLABUS**

ACCA Total Exams to Qualify: 13

Exemption Possible for B.Com : Upto 6 Papers (Subject to ACCA review & accreditation of syllabus) Globalfti will support in this process completely.

Note: Syllabus modification may be required to get 80% coverage of ACCA syllabus for obtaining exemptions. Globalfti will review the B.Com syllabus and provide a report on required changes.

Remaining Papers Student has to write ACCA Exams & Pass: 7

Non-Exempted ACCA Paper Names:

### 1] Financial Reporting [FR]

- A. The conceptual and regulatory framework for financial reporting 1. The need for a conceptual framework and the characteristics of useful information 2. Recognition and measurement 3. Regulatory framework 4. The concepts and principles of groups and consolidated financial statements
- B. Accounting for transactions in financial statements 1. Tangible non-current assets 2. Intangible assets 3. Impairment of assets 4. Inventory and biological assets 5. Financial instruments 6. Leasing 7. Provisions and events after the reporting period 8. Taxation 9. Reporting financial performance 10. Revenue 11. Government grants 12. Foreign currency transactions
- C. Analysing and interpreting the financial statements of single entities and groups 1. Limitations of financial statements 2. Calculation and interpretation of accounting ratios and trends to address users' and stakeholders' needs 3. Limitations of interpretation techniques 4. Specialised, not-for-profit, and public sector entities
- D. Preparation of financial statements 1. Preparation of single entity financial statements 2. Preparation of consolidated financial statements including an associate

### 2] Audit & Assurance [AA]

- A. Audit framework and regulation 1. The concept of audit and other assurance engagements 2. External audits 3. Corporate governance 4. Professional ethics and ACCA's Code of Ethics and Conduct
- B. Planning and risk assessment 1. Obtaining, accepting and continuing audit engagements 2. Objective and general principles 3. Assessing audit risks 4. Understanding the entity and its environment 5. Fraud, laws and regulations 6. Audit planning and documentation
- C. Internal control 1. Internal control systems 2. The use and evaluation of internal control systems by auditors 3. Tests of controls 4. Communication on internal control 5. Internal

audit and governance and the differences between external audit and internal audit 6. The scope of the internal audit function, outsourcing and internal audit assignments

- D. Audit evidence 1. Financial statement assertions and audit evidence 2. Audit procedures 3. Audit sampling and other means of testing 4. The audit of specific items 5. Automated tools and techniques 6. The work of others 7 Not-for-profit organisations
- E. Review and reporting 1. Subsequent events 2. Going concern 3. Written representations 4. Audit finalisation and the final review 5. The Independent Auditor's Report

### 3] Financial Management [FM]

- A. Financial management function 1. The nature and purpose of financial management 2. Financial objectives and relationship with corporate strategy 3. Stakeholders and impact on corporate objectives 4. Financial and other objectives in not-for profit organisations
- B. Financial management environment 1. The economic environment for business 2. The nature and role of financial markets and institutions 3. The nature and role of money markets
- C. Working capital management 1. The nature, elements and importance of working capital 2. Management of inventories, accounts receivable, accounts payable and cash 3. Determining working capital needs and funding strategies
- D. Investment appraisal 1. Investment appraisal techniques 2. Allowing for inflation and taxation in DCF 3. Adjusting for risk and uncertainty in investment appraisal 4. Specific investment decisions (lease or buy, asset replacement, capital rationing)
- E. Business finance 1. Sources of, and raising, business finance 2. Estimating the cost of capital 3. Sources of finance and their relative costs 4. Capital structure theories and practical considerations 5. Finance for small- and medium-sized entities (SMEs)
- F. Business valuations 1. Nature and purpose of the valuation of business and financial assets 2. Models for the valuation of shares 3. The valuation of debt and other financial assets 4. Efficient market hypothesis (EMH) and practical considerations in the valuation of shares
- G. Risk management 1. The nature and types of risk and approaches to risk management 2. Causes of exchange rate differences and interest rate fluctuations 3. Hedging techniques for foreign currency risk 4. Hedging techniques for interest rate risk

### 4] Strategic Business Reporting [SBR]

- A. Fundamental ethical and professional principles 1. Professional behaviour and compliance with accounting standards 2. Ethical requirements of corporate reporting and the consequences of unethical behaviour
- B. The financial reporting framework 1. The applications, strengths and weaknesses of the accounting framework
- C. Reporting the financial performance of a range of entities 1. Revenue 2. Non-current assets 3. Financial instruments 4. Leases 5. Employee benefits 6. Income taxes 7. Provisions, contingencies and events after the reporting date 8. Share-based payment 9. Fair Value Measurement 10. Reporting requirements of small and medium-sized entities (SMEs) 11. Other reporting issues

- D. Financial statements of groups of entities 1. Group accounting including statements of cash flows 2. Associates and joint arrangements 3. Changes in group structures 4. Foreign transactions and entities
- E. Interpret financial statements for different stakeholders 1. Analysis and interpretation of financial information and measurement of performance
- F. The impact of changes and potential changes in accounting regulation 1. Discussion of solutions to current issues in financial reporting

#### 5] Strategic Business Leader [SBL]

- A. Leadership 1. Qualities of leadership 2. Leadership and organisational culture 3. Professionalism, ethical codes and the public interest
- B. Governance 1. Agency 2. Stakeholder analysis and organisational social responsibility 3. Governance scope and approaches 4. Reporting to stakeholders 5. The board of directors 6. Public sector governance
- C. Strategy 1. Concepts of strategy 2. Environmental issues 3. Competitive forces 4. The internal resources, capabilities and competences of an organisation 5. Strategic choices
- D. Risk 1. Identification, assessment and measurement of risk 2. Managing, monitoring and mitigating risk
- E. Technology and data analytics 1. Cloud and mobile technology 2. Big data and data analytics 3. E- business: value chain 4. IT systems security and control
- F. Organisational control and audit 1. Management and internal control systems 2. Audit and compliance 3. Internal control and management reporting
- G. Finance in planning and decision-making 1. Finance function 2. Financial analysis and decision- making techniques 3. Cost and management accounting
- H. Innovation, performance excellence and change management 1. Enabling success: organising 2. Enabling success: disruptive technologies 3. Enabling success: talent management 4. Enabling success: performance excellence 5. Managing strategic change 6. Innovation and change management 7. Leading and managing projects
- I. Professional skills 1. Communication 2. Commercial acumen 3. Analysis 4. Scepticism 5. Evaluation

#### 6] Advanced Audit & Assurance [AAA]

- A. Regulatory Environment 1. International regulatory frameworks for audit and assurance services 2. Money laundering 3. Laws and regulations
- B. Professional and Ethical Considerations 1. Code of Ethics for Professional Accountants 2. Fraud and error 3. Professional liability
- C. Quality Control and Practice Management 1. Quality control (firm-wide) 2. Advertising, tendering and obtaining professional work and fees 3. Professional appointments
- D. Planning and conducting an audit of historical financial information 1. Planning, materiality and assessing the risk of material misstatement 2. Evidence and testing considerations 3. Audit procedures and obtaining evidence 4. Using the work of others 5. Group audits

- E. Completion, review and reporting 1. Subsequent events and going concern 2. Completion and final review 3. Auditor's reports 4. Reports to those charged with governance and management
- F. Other assignments 1. Audit-related and assurance services 2. Specific assignments 3. The audit of social, environmental and integrated reporting 4. The audit of performance information (pre-determined objectives) in the public sector 5. Reporting on other assignments
- G. Current Issues and Developments 1. Professional and ethical developments 2. Other current issues

7] Advanced Financial Management [AFM]

- A. Role of senior financial adviser in the multinational organisation 1. The role and responsibility of senior financial executive/advisor 2. Financial strategy formulation 3. Ethical and governance issues 4. Management of international trade and finance 5. Strategic business and financial planning for multinational organisations 6. Dividend policy in multinationals and transfer pricing
- B. Advanced investment appraisal 1. Discounted cash flow techniques 2. Application of option pricing theory in investment decisions 3. Impact of financing on investment decisions and adjusted present values 4. Valuation and the use of free cash flows 5. International investment and financing decisions
- C. Acquisitions and mergers 1. Acquisitions and mergers versus other growth strategies 2. Valuation for acquisitions and mergers 3. Regulatory framework and processes 4. Financing acquisitions and mergers
- D. Corporate reconstruction and reorganisation 1. Financial reconstruction 2. Business reorganisation
- E. Treasury and advanced risk management techniques 1. The role of the treasury function in multinationals 2. The use of financial derivatives to hedge against forex risk 3. The use of financial derivatives to hedge against interest rate risk

**Mode of Evaluation:**

Online Exams ACCA authorized

**Certified Management Accountant (US)**

Title of the proposed course	: Certified Management Accountant (CMA US)
Duration (specify hours too)	: 2 years
Course offered by	: Institute of Management Accountant (IMA US)

Name & designation of the coordinator : Sreevidya A  
Details of collaboration, if any : Nil  
Course fee : Rs.44,870/-  
No. of participants expected : 40 nos

## **COURSE OUTCOME**

### 1. Gold-Standard in Management Accounting

CMA is a much-respected designation in the corporate accounting world. CMA is an advanced professional certification specifically designed to measure the critical accounting and financial management skills.

### 2. Globally Accepted Management Accounting Certification

CMA is the most popular management accounting certification worldwide.

### 3. Better Salary

Let's face it — we want to learn, but ultimately, we need the certification to get better-paid jobs. According to IMA, CMA holders earn 33% more than their non-certified peers.

### 4. CMA Skills are More Practical

80% of accountants end up in non-public accounting. The management accounting knowledge and skill is in fact more useful for these professionals. In fact, many dual CPA and CMA holders find the materials covered in CMA more interesting and practical in their daily work.

### 5. IMA Makes it Easy for Us

IMA (the CMA exam administrator) make things clear, simple and organized for applicants. IMA openly welcomes international candidates with the exam offered in hundreds of locations worldwide. IMA update the syllabus based on job analysis and the entire qualification is created is based on Management Accounting Comprehensive framework.

80% of CMA agrees it's a qualification for them move across the areas of business i.e they can work in accounting, Finance, IT, operations, Management decision making Investment decision etc.33% of CMA s work as CEO, CFOs and Controllers,22% as Directors &Managers, 34% of them as Accountants &Analysts and 11% as Consultants, Practitioners & Academicians.

CMA candidates can focus on passing the exam, instead of getting stuck the bureaucracy and conflicting rules from different State Boards.

The below mentioned fortune 500 companies are known to have CMAs in their key management roles:

3M  
Alcoa  
AT&T  
Bank of America  
Boeing  
Cargill  
Caterpillar  
ConAgra  
Hewlett-Packard  
Johnson & Johnson  
Microsoft  
Procter & Gamble  
KeyCorp  
Whirlpool  
Saudi Aramco  
Verizon  
Xerox

## **SYLLABUS**

CMA exam consists of two parts: -

### **1. Financial Planning, Performance and Analytics**

(Exam format: - 4 hours –100 objective type and 2 descriptive type questions)

- |                          |                                     |     |
|--------------------------|-------------------------------------|-----|
| <input type="checkbox"/> | External Financial Reporting        | 15% |
| <input type="checkbox"/> | Planning, Budgeting and Forecasting | 20% |
| <input type="checkbox"/> | Performance Management              | 20% |
| <input type="checkbox"/> | Cost Management                     | 15% |
| <input type="checkbox"/> | Internal Controls                   | 15% |

- Technology and Analytics 15%

## **2. Strategic Financial Management**

(Exam format: - 4 hours –100 objective type and 2 descriptive type questions)

- Financial Statement Analysis 20%
- Corporate Finance 20%
- Decision Analysis 25%
- Risk Management 10%
- Investment Decisions 10%
- Professional Ethics 15%

### **Mode of Evaluation:**

Online Exams IMA authorized

## **Diploma in Practical Accounting and Tax Practice**

Title of the Proposed Course (DPATP) :-Diploma in Practical Accounting & Tax Practice

Duration :-100 Hours (Spread over the academic Year)

Course Offered by code-com1327 :-NCVRT New Delhi ([www.ncvrtindia.org](http://www.ncvrtindia.org)). Course

Name & designation of the coordinator :- S Omanakuttan

Course Fee :-Rs.5, 000 Tuition Fee + Rs.1, 500 Registration & Fees

Details of collaboration if any :- Tax Study Centre



No. of participants expected :- 40 nos

Course outcome

Students will be well versed in practical accounting, able to handle all tax matters relating to GST, Income tax, ESI, PF, with in depth knowledge in related registrations, E- filing, etc. A student, who completes this course successfully, will be equipped to handle diverse accounts of large, medium and small scale business organizations, financial institutions and manufacturing companies. This course will help them get placed in small & large scale business organizations & companies.

Syllabus:-

Course Code:com-1327: Diploma in Practical Accounting and Tax Practice (DPATP)

1. Academic system of Accounting

[Journal – Ledger System]

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

2. PRACTICAL ACCOUNTING

1. Day Book – Ledger System of Accounting with detailed application of GST. 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 (Trading Account – Profit and Loss Account and Balance Sheet)- Other necessary statements to be produced before the Tax Authorities and Management. Application of GST, preparation of Statements of Purchases, Sales, Input Tax, Output Tax, preparation of GST Returns and E-Filing.

2.Cash Book – Subsidiary Book – Ledger System

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

3. Preparation of Cash Book – Purchase Day Book – Sales Day Book, Purchase and Sales Returns Books, Bills Receivable Book, Bills Payable Book and Journal Proper (Detailed Study)

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

4. Preparation of Bank Reconciliation Statement (Practical)

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

6.Practical accounting of different types of business organisations:

a) Generation of the account of a TEXTILE shop based on Shop Inspection Report(SIR)

b) Preparation of the accounts of a Jewellery from available information.

c)Preparation of the accounts of a non trading organization (Hospital)

d)Preparation of the accounts of a financial institution (Money Lending institution)

7.Rectification of different types of accounting errors.

8.Introduction: KGST Act 1963, & Rules – Historical data- need for the introduction of VAT system in India -- Single point tax,-- points of levy-- schedules in KGST- ST, AST,-- Surcharge, Forms==.Goods and Service Tax: 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-- Difference between direct and indirect tax --single point Tax system and multi point Tax system--.

9.Section wise analysis of GST (with related Rules and Forms)

Module 1. S1 Short title- extent and commencement—S2 Definitions : Aggregate turn over – business--business vertical-input tax -- output tax – inward supply –outward supply-- 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—

Module 2.S3 Officers under this Act, --S4.appointment,--S5 powers etc.—

Module 3.S7.Levy & Collection: Supply --S8.tax liability on composite and mixed supplies S9.Charging Section-Reverse charge-levy and collection of tax-S10.Tax liability on composite

and mixed supplies –Rules-GSTCMP 01 and all other forms-effective date of composition levy-conditions-validity-rate of composition.S11.Power to grant exemptions.

#### Module 4.

Time and Value of Supply: S12-13-Time of Supply of goods/services –S14. Change in rate of tax in respect of supply of goods or services. S15. Value of taxable supply-

Module 5.Input Tax Credit: S16-Eligibility for input Tax credit-conditions for taking input tax credit S17 apportionment of credit and blocked credits S18. Availability of credit in special circumstances S19.taking input tax credit in respect of inputs and capital goods sent for job works. S20 Distribution of credit by input service distributor-

Module 6.Registration: S22-Persons liable for registration S23. Persons not liable for registration-S24. Compulsory registration in certain cases. S25. Procedure for registration S26.Deemed registration-S27.Special provisions relating to casual taxable persons and non resident taxable persons-S28. Amendment of registration- S29. Cancellation of registration-

Module 7. Tax Invoice, Debit and Credit Notes: S31-Tax invoice-S32 –Prohibition of unauthorized collection of tax- S33. Amount of tax to be indicated in tax invoice and other documents-- S34.Debit and Credit Notes. --.

Module 8.S35,Accounts and other records--36 Period of retention of accounts.—

Module 9>Returns: S37- Furnishing details of outward supplies.--S38.Furnishing details of inward supplies --S39.Submission of returns (R59) --S40.First Return-- S41 Claim of input tax credit and provisional acceptance thereof--.S42.Matching, reversal and reclaim of input tax credit --S43. Matching, reversal and reclaim of output tax liability--.S44 Annual return-- S45. final returns –S46. Notice to return defaulters--S47 Lev of late fee-- S48 GST Practitioners---

Module 10. Payment of Tax: S49 Payment of tax, interest, penalty and other amounts--S50 interest on delayed payment of tax--S51- TDS-- S 52Collection of tax at source--S53. Transfer of input tax credit –

Module 11,S54 Refund—

Module 12.Assessment: S59-Self assessment-- S60 Provisional Assessment-- S61. Scrutiny of returns --S62. Assessment of non-filers of return --S63 Assessment of unregistered persons –

Module 13.Audit: S65-Audit by tax authorities,--

Module 14. Inspection, Search, Seizure and Arrest S67 Inspection, Search, seizure and arrest-- S68 inspection of goods in movement.-- S69. Power to arrest.-- S70 Power to summon persons to give evidence and produce documents-- S71. Access to business premises—

Module 15. Demand and Recovery. S73 Determination of tax not paid or short paid -- S74 Determination of tax not paid or short paid by fraud-- S76 Tax collected but not deposited to government -- S79 Recovery of tax and procedure-

Module 16. S85 to S94 Liability to pay tax in certain cases –S95 to 106--Advance ruling --107-121-appeals and revision—

Module 17. S122--138 Offences and penalties.

Module 18. Integrated Goods and Services Tax Act 2017:

Module 19. S4. Authorisation of officers of State Tax or union Territory tax as proper officers in certain circumstances—

Module 20. S 7-interstate supply— S8-intra state supply— S9 supplies in territorial waters—S-10-Place of supply of goods other than supply of goods imported in to or exported from India. S'11- Place of supply of goods imported in to or exported from India S.12: Place of supply of services where location of supplier and recipient is in India. S.13—Place of supply of services where location of supplier or location of recipient is outside India.

Module 21. S14. Special provision for payment of tax by a supplier of online information and database access or retrieval services

Module 22. S15. Refund of integrated tax paid on supply of goods to tourist leaving India. S16. Zero rated supply --S17: Apportionment of tax and settlement of funds

Module 23. S18: Transfer of input tax credit S19: Tax wrongly collected and paid to central government or state government.

10. Income Tax Act and Rules :

Module 1. Short Title , Extent, Commencement

Module 2. Definition – Assessee, Assessment Year, Person, (Individual, HUF, Firms, Companies, AOP/BOI, Local Authority, Every Artificial Juridical person) Previous Year - Capital - Assets - transfer-

Module 3. 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.-

Module 4. 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.

11.ESI – Registration, Calculation, Contribution, Filing – Salary Statement.

12.PF – Registration, Rates of Contribution and Calculation, PF Statement – Filing details, Salary Statement, TDS etc.

### 13. TALLY ERP-9 SYLLABUS

Meaning of Accounting –Definition of Accounting- Features of accounting-objectives of accounting-Book keeping and accounting- Advantages and limitations of accounting.

MODULE -1 Introduction to Accounting Definition – Types of Accounts – Classification of Accounts Rules of Accounting – Journal – Ledger – Journalizing - Ledger posting – Balancing – Trial balance, Final Accounts, Final Accounts with Adjustments. Introduction to computerized accounting: computerized accounting Vs. Manual accounting -Tally 9-Features of Tally-Screen components -Creation of company – selecting a company – altering/ modifying company creation details –deleting a company – F11 Features- F 12 configuration

MODULE-2 Accounts and Vouchers –Account groups: – Pre defined groups creating single & multiple groups - creation of primary account groups – creating ledger accounts in single &multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers – entering transactions in accounting vouchers – bill wise details – altering and deleting a voucher entry – creating new voucher types – modifying an existing voucher – bank reconciliation statement –balance sheet – profit and loss account – trial balance – day books – account books – statement of accounts – list of accounts

MODULE -3 Voucher Type:- Type of vouchers –Creating/Customizing new voucher type- Displaying voucher type-Alerting voucher type-Deletion of voucher type

MODULE -4 Accounts with inventory: – Enabling F11 and F12 – stock category – stock group – single / multiple creation of stock category and stock group – creation of units of measurement – creating single /

multiple stock items – creating godowns – displaying, altering and deleting stock groups, units, items and godowns – cost categories – cost centers – creating cost categories and cost centers – displaying, altering and deleting cost categories and cost centers – purchase / sales orders – inventory vouchers – using inventory vouchers – using accounting vouchers with inventory details (invoice mode ) – inventory reports – stock summary – inventory books – statement of inventory.

MODULE-5 Introduction of GST- CGST, SGST, IGST, Activating GST, GST ledgers, party ledger creation with GST, Purchase (Inward Supply) & sales (Outward Supply) under GST

MODULE-6 Manufacturing, budget and currency: - Manufacturing- Bill of Materials- Manufacturing Journal-Cost estimates-Budget-type of budget-Budget creation -Alteration and Deletion of budget- Currency creation Adjustment of forex gain/loss- Creation of journal voucher class for forex gain/loss.

MODULE-7 - Final Accounts Reports:- Profit and loss account-Balance sheet- Trial balance-daybook-Account book- Statement of accounts- Tax report.

MODULE -8. E-Return Filing-GST & Income Tax

Mode of Evaluation:- A written examination will be conducted by NCVRT,N.Delhi, at the end of the course and a certificate of merit will be issued.

## **Tally with GST**

Title of the proposed course	: Tally with GST (Course code:com-1328)
Duration (specify hours too)	: 50 Hours (Spread over the academic Year)
Course offered by	: NCVRT New Delhi ( <a href="http://www.ncvrtindia.org">www.ncvrtindia.org</a> )
Name & designation of the coordinator	: S. Omanakuttan
Course fee	: Rs.3,500 Tuition Fee + Rs.1,500 Registration & Exam Fee
Details of collaboration, if any	: Nil
No. of participants expected	: 40Nos

### COURSE OUTCOME

Students will be well versed with GST practices and will be able to do the accounts of any business concern using tally software.

### SYLLABUS

TALLY ERP-9 SYLLABUS:

Meaning of Accounting –Definition of Accounting- Features of accounting-objectives of accounting-Book keeping and accounting- Advantages and limitations of accounting.

MODULE -1 Introduction to Accounting Definition – Types of Accounts – Classification of Accounts Rules of Accounting – Journal – Ledger – Journalizing - Ledger posting – Balancing – Trial balance, Final Accounts, Final Accounts with Adjustments. Introduction to computerized accounting: computerized accounting Vs. Manual accounting-Tally 9- Features of Tally-Screen components-Creation of company – selecting a company – altering/ modifying company creation details –deleting a company – F11 Features- F 12 configuration

MODULE-2 Accounts and Vouchers –Account groups: – Pre defined groups creating single & multiple groups - creation of primary account groups – creating ledger accounts in single &multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers – entering transactions in accounting vouchers – bill wise details – altering and deleting a voucher entry – creating new voucher types – modifying an existing voucher – bank reconciliation statement –balance sheet – profit and loss account – trial balance – day books – account books – statement of accounts – list of accounts

MODULE -3 Voucher Type:- Type of vouchers –Creating/Customizing new voucher type-Displaying voucher type-Alerting voucher type-Deletion of voucher type

MODULE -4 Accounts with inventory: – Enabling F11 and F12 – stock category – stock group – single / multiple creation of stock category and stock group – creation of units of measurement – creating single / multiple stock items – creating godowns – displaying, altering and deleting stock groups, units, items and godowns – cost categories – cost centers – creating cost categories and cost centers – displaying, altering and deleting cost categories and cost centers – purchase / sales orders – inventory vouchers – using inventory vouchers – using accounting vouchers with inventory details (invoice mode ) – inventory reports – stock summary – inventory books – statement of inventory.

MODULE-5 Introduction of GST- CGST, SGST, IGST, Activating GST, GST ledgers, party ledger creation with GST, Purchase (Inward Supply) & sales (Outward Supply) under GST

MODULE-6 Manufacturing, budget and currency: - Manufacturing- Bill of Materials-Manufacturing Journal-Cost estimates-Budget-type of budget-Budget creation -Alteration and Deletion of budget- Currency creation -Adjustment of forex gain/loss- Creation of journal voucher class for forex gain/loss.

MODULE-7 - Final Accounts Reports:- Profit and loss account-Balance sheet- Trial balance-daybook-Account book- Statement of accounts- Tax report.

MODULE -8. E-Return Filing-VAT:

## Syllabus of GST:

Introduction: KGST Act 1963 & Rules – Historical data- need for the introduction of VAT system in India -- Single point tax,-- points of levy-- schedules in KGST- ST, AST,-- Surcharge, Forms==.Goods and Service Tax: 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-- Difference between direct and indirect tax --single point Tax system and multi point Tax system--.

### 9.Section wise analysis of GST (with related Rules and Forms)

Module 1. S1 Short title- extent and commencement—S2 Definitions : Aggregate turn over – business--business vertical-input tax -- out put tax – inward supply –outward supply-- 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—

Module 2.S3 Officers under this Act, --S4.appointment,--S5 powers etc.—

Module 3.S7.Levy & Collection: Supply --S8.tax liability on composite and mixed supplies S9.Charging Section-Reverse charge-levy and collection of tax-S10.Tax liability on composite and mixed supplies –Rules-GSTCMP 01 and all other forms-effective date of composition levy-conditions-validity-rate of composition.S11.Power to grant exemptions.

Module 4.Time and Value of Supply: S12-13-Time of Supply of goods/services –S14. Change in rate of tax in respect of supply of goods or services. S15. Value of taxable supply-

Module 5.Input Tax Credit: S16-Eligibility for input Tax credit-conditions for taking input tax credit S17 apportionment of credit and blocked credits S18. Availability of credit in special circumstances S19.taking input tax credit in respect of inputs and capital goods sent for job works. S20 Distribution of credit by input service distributor-

Module 6. Registration: S22-Persons liable for registration S23. Persons not liable for registration-S24. Compulsory registration in certain cases. S25. Procedure for registration S26.Deemed registration-S27.Special provisions relating to casual taxable persons and non resident taxable persons-S28. Amendment of registration- S29. Cancellation of registration-



Module 7. Tax Invoice, Debit and Credit Notes: S31-Tax invoice-S32 –Prohibition of unauthorized collection of tax- S33. Amount of tax to be indicated in tax invoice and other documents-- S34.Debit and Credit Notes. --.

Module 8.S35.Accounts and other records--36 Period of retention of accounts.—

Module 9>Returns: S37- Furnishing details of outward supplies.--S38.Furnishing details of inward supplies --S39.Submission of returns (R59) --S40.First Return-- S41 Claim of input tax credit and provisional acceptance thereof--.S42.Matching, reversal and reclaim of input tax credit --S43. Matching, reversal and reclaim of output tax liability--.S44 Annual return-- S45. final returns –S46. Notice to return defaulters--S47 Lev of late fee-- S48 GST Practitioners---

Module 10. Payment of Tax: S49 Payment of tax, interest, penalty and other amounts--S50 interest on delayed payment of tax--S51- TDS-- S 52Collection of tax at source--S53. Transfer of input tax credit –

Module 11.S54 Refund—

Module 12.Assessment: S59-Self assessment-- S60 Provisional Assessment-- S61. Scrutiny of returns --S62. Assessment of non filers of return --S63 Assessment of unregistered persons –

Module 13.Audit: S65-Audit by tax authorities,--

Module 14.Inspection, Search, Seizure and Arrest S67Inspection,Search,seizure and arrest-- S68 inspection of goods in movement.-- S69. Power to arrest.-- S70 Power to summon persons to give evidence and produce documents-- S71. Access to business premises—

Module 15.Demand and Recovery. S73 Determination of tax not paid or short paid -- S74Determination of tax not paid or short paid by fraud--S76 Tax collected but not deposited to government --S79Recovery of tax and procedure --

Module 16.S85 to S94 Liability to pay tax in certain cases –S95 to 106--Advance ruling --107-121-appeals and revision—

Module 17.S122--138 Offences and penalties.

Module 18.Integrated Goods and Services Tax Act2017:

Module 19.S4.Authorisation of officers of State Tax or union Territory tax as proper officers in certain circumstances—

Module 20.

S 7-interstate supply— S8-intra state supply— S9 supplies in territorial waters—S-10-Place of supply of goods other than supply of goods imported in to or exported from India. S'11- Place of supply of goods imported in to or exported from India S.12: Place of supply of services where

location of supplier and recipient is in India. S.13—Place of supply of services where location of supplier or location of recipient is outside India.

#### Module 21.

S14.Special provision for payment of tax by a supplier of online information and database access or retrieval services

#### Module 22.

S15.Refund of integrated tax paid on supply of goods to tourist leaving India.

S16. Zero rated supply --S17:Apportionment of tax and settlement of funds

#### Module 23.

S18:Transfer of input tax credit S19:Tax wrongly collected and paid to central government or state government.

Mode of Evaluation:- A written examination will be conducted by NCVRT,N.Delhi, at the end of the course and a certificate of merit will be issued.

### **Soft Skills for Personal Development**

Title of the proposed course	: Soft Skills for Personal Development
Duration (specify hours too)	: 1 year; 60hour course
Course offered by	: Commerce Department
Name & designation of the coordinator	:
Course fee	: Rs.2000
Details of collaboration, if any	: Nil
No. of participants expected	: 30 nos

#### COURSE OUTCOME

- Empower participants to think high.
- Enable participants to converse in English.
- Train them to face an audience and interview board confidently.

- Help them to memorise lessons via memory training.

## SYLLABUS

MODULE I: Attitude setting – Professionalism and Personalism – Success secrets – Girl to Women Empowerment – NLP – Thought Engineering.

MODULE II: English success –Fluency training – Grammar grooming – Words to talk – Pronunciation mastering.

MODULE III: Facing interview – Public speaking – Group Discussion training – Micro presentation – Personality development

Mode of Evaluation: Written and Practical Examination