

CERTIFICATE COURSE IN DEPARTMENT OF COMMERCE

- **CERTIFICATE COURSE IN TALLY, 2017-2018**
- **CERTIFICATE COURSE IN CERTIFIED CORPORATE ACCOUNTING 2020-2021**
- **UGC-NSQF SKILL COURSE IN GST & INCOME TAX PRACTITIONER 2020-2021**
- **UGC-NSQF SKILL COURSE DIPLOMA COURSE IN GST & INCOME TAX PRACTITIONER, 2021-2022**
- **UGC-NSQF SKILL COURSE, CERTIFICATE COURSE IN CERTIFIED CORPORATE ACCOUNTING 2021-2022**

CERTIFICATE COURSE IN TALLY , 2017-2018

Syllabus

Chapter -1 Fundamentals of Accounting - Introduction - Accounting Terms - Accounting Assumptions, Concepts and Principles of Assumptions -Concepts of Principles -Double Entry System of Accounting -Types of Accounts -Golden Rules of Accounting - Source Documents for Accounting

Chapter -2 Recording & Reporting-Storage & Classification of Inventory-Maintaining Chart of Accounts-Purchase & Sales Order Management-Management of Business Data-Banking-Cost/ Profit Centres Management-Tax Deducted at Source

Chapter -3 - Accounts Payable & Receivable-Storage & Classification of Inventory-Purchase & Sales Order Management-Cost/ Profit Centres Management-Generating & Printing Reports-Accounts Receivable & Payable Management-Tracking Additional Costs of Purchase-Budgets

Chapter -4--Practical + project + viva

Objective of this course:

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

1. The course helps students to work with well-known accounting software i.e. Tally
2. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally.
3. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market

Outcome from this course:

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e., Tally.

2. Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally.

3. Students do possess required skill and can also be employed as Tally data entry operator

4. Enlightening participants with skill of computer based practical of accounting, inventory through Tally.

5. Able to create Google Forms for data analysis and interpretation purpose.

6. Able to understand analysis tools & functions using Microsoft Excel.

7. To acquaint participants with Industry training, presentation skills and resume writing skills.

8. Able to get a practical knowledge by doing an internship.

Scheme of Evaluation:

The course is designed with six theory papers of 100 marks each, i.e., total of 600 marks. Practical and project paper of 100 marks each. The entire marks assigned for the 12 months courses is 800 marks.

Each theory paper of 100 marks shall have two components of evaluation technique:

- a) Continuous evaluation of 20 marks comprising of assignments, test papers etc
- b) Final Written Examination of 80 marks.

SREE NARAYANA COLLEGE, CHATHANNUR



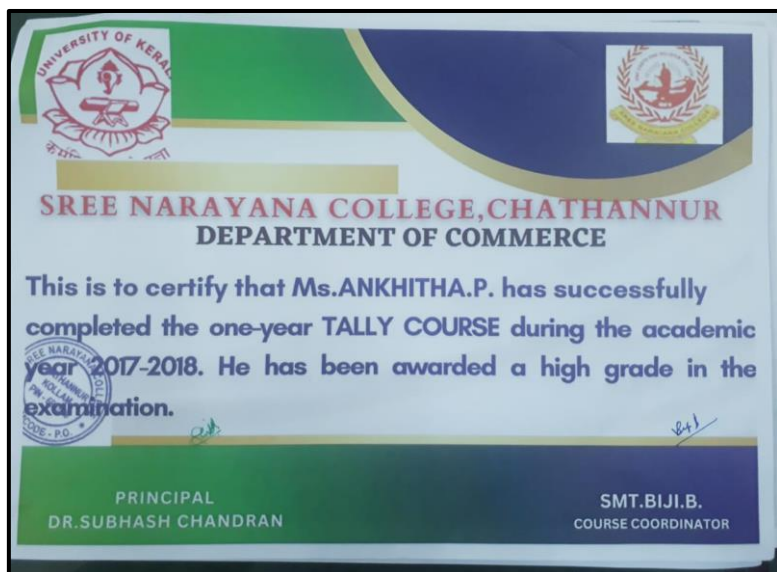
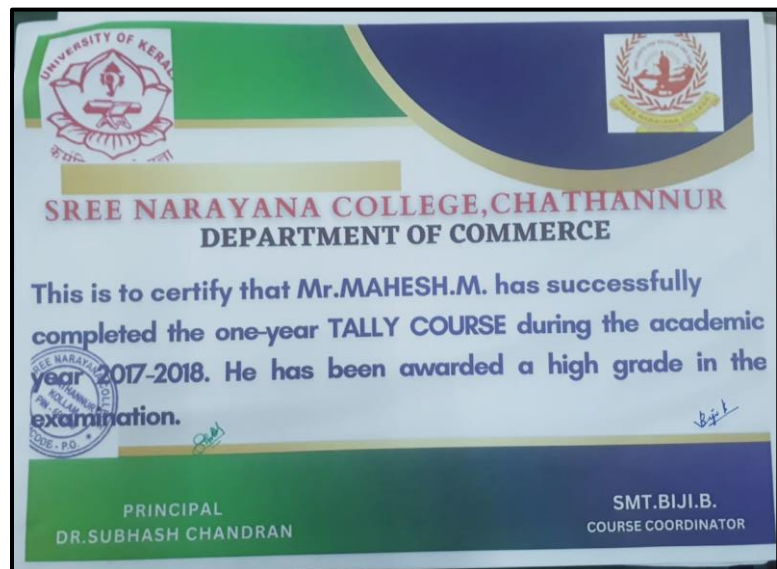
Affiliated to University of Kerala
NAAC Accredited with 'B' Grade

CERTIFICATE COURSE IN TALLY 2017-2018

Tally

POWER OF SIMPLICITY

Certificates



REPORT

During the academic year 2017-2018, a total of 46 students was enrolled and completed the Tally Prime course as a Certificate course introduced by the College. The basics of accounting, accounting practices, Basic entry system of accounting, preparation of financial statements and account, Balance sheet preparation and audit were incorporated in the syllabus. The students were also engaged with both theoretical and practical sessions. The students were completed with high marks and grad for the examination and are provided with the certificate.

**UGC-NSQF SKILL COURSE CERTIFICATE COURSE IN
CERTIFIED CORPORATE ACCOUNTING 2020-2021**

Proposal Summary:

1.	Proposed by	Sree Narayana College, Chathannur
2.	Course Title	SKILL BASED CERTIFIED COURSE IN CERTIFIED CORPORATE ACCOUNTING
3.	Diploma Course/Duration	6 Months`
4.	Course Name	Certificate Course in CCA
5.	Proposed Date of Commencement	Academic Year 2020-2021
6.	Proposed Strength	20
7.	Number of batches	1
8.	Eligibility for Admission	10+2/On-going graduate students
9.	Total Credits	30
10.	Method of Selection	Entrance Test
11.	Design Strategy	Outcome -based Education
12.	Course Coordinator	Parvathy Nand, Assistant Professor of Commerce 9446035426 (M)

Background

Sree Narayana College, Chathannur is affiliated to the University of Kerala offering meritorious and higher education courses for both undergraduate and postgraduate students. The college provides ample opportunities in terms of curricular, co-curricular and extra-curricular development and value-based education potentiality for students. The Department of Commerce is running successfully. The Department is full-fledged with 8 professors including two Ph.D. holders and one part time lecturer in law as well.

The department provides basic facilities, motivation, encouragement and support to the students in order to mould them to think creatively and to develop right mindset to cope up with opportunities and challenges of the globalized environment.

Course Description and Need of the Course:

Accounting is the process of recording, classifying, analyzing and interpreting the business transactions which can be measured in terms of money in such a way that it helps stake holders in taking decisions. Taking in purview, the CCA is a job-oriented course conducted in such a way to give practical and training experience and knowledge to make students adapt to the ever-changing dynamics of business and industry. The course encompasses all aspects and topics of the accounting field followed by adequate practical training with the ultimate objective of purposeful placement. It aims to provide the skilled resources to Industry and thus fill the dearth of skilled and professional accounting experts that exists today. The certificate course helps the students to showcase the competency, commitment for the profession, build expertise knowledge in the concerned subject area, and also helps with job advancement. It offers a flexible learning path for the students. The Certificate course of CCA will provide an in-depth knowledge of the basic concepts of corporate accounting and after the completion of the course, the students will get clarity on different provisions of Corporate Accounting. The course will help in proper planning and accounting of corporate practices. The course is designed for a duration of 6 months scheduled in the basis of an approved syllabus. The topics covered under the course comprises of Practical exposure in Tally, Excel, training in statutory compliance, Formal writing skill development programme and the like. As CCA is meritorious and placement-oriented course the same institution offering the learning practices agreed to recruit and place the students by way of campus placement.

Course Objectives:

On completion of the course the students will gain the skills on:

1. Understand the basics of accountancy
2. Understand the basics of GST law, GST Accounting
3. Understand the basics of income tax
4. Practical knowledge for filing the forms to registrar of companies
5. Practical exposure in Tally, Microsoft Excel workings.
6. Practical knowledge in preparation of financial statements using excel
7. Understand the theoretical and practical knowledge to enter accounting and finance fields and also trained in business, finance, financial reporting, taxation, auditing etc.

Placement Avenues and Career Opportunities

A bright career is looking ahead after the completion of CCA course for the aspirants. The employment opportunities for the aspirants of CCA exist in public as well as in private sector. The various job titles that are offering in CCA after the completion of course are in Accounts, Audit, Taxation and in Finance Functions as an Executive, Officer or Assistant with a scope to assume higher positions as Manager or Head for value creation in respective functions. Most of the students will attain meritorious and prestigious employment opportunities such as Financial Controllers, Financial Advisors, Certified Public Accountant, Chief Financial Officer, Chartered Management Accountant, Company Secretary after the completion of the course. Numerous options are also available in teaching profession also. The students will be well placed through campus placement and other job interviews in highly reputed institutions. The institution agreed to conduct campus interview for the placement of students after the completion of job oriented CCA course.

CERTIFIED COURSE IN CERTIFIED CORPORATE ACCOUNTING (6 Months)



**TOTAL COURSE FEE FOR
DIPLOMA COURSE
IS RS: 3000/-**

Available seat is limited to 30

A job-oriented course encompassing all aspects and topics of the accounting arena conducted with a view to give practical and training experience and knowledge to make students adapt to the ever-changing dynamics of business and industry and to mould them for purposeful placement..The various job titles that are offering in CCA after the completion of course are in Accounts, Audit, Taxation and in Finance Functions as an Executive, Officer or Assistant with a scope to assume higher positions as Manager or Head for value creation in respective functions. The meritorious and prestigious employment opportunities such as Financial Controllers, Financial Advisors, Certified Public Accountant, Chief Financial Officer, Chartered Management Accountant, Company Secretary are assured for the aspirants after the completion of the course.

SREE NARAYANA COLLEGE CHATHANNOOR

**Courses Aligned with National Skills Qualification Framework (NSQF)
(U.G.C. APPROVED)**

For further details, kindly contact : **9446035426, 9446569389, 9446112116**

**CURRICULUM DESIGN, COURSE STRUCTURE AND DETAILED SYLLABUS
OF THE COURSE**

**COURSE TITLE : CERTIFIED CORPORATE ACCOUNTING
(CCA)**

SUBJECT : COMMERCE

COURSE CATEGORY : UG DEGREE PROGRAM

TOTAL CREDITS : 30

Sl. No	Paper Code	Subject Name	Component	Credit			
				L	T	P	C
1.	CCA1	Accountancy	General Education	2	1	0	3
2.	CCA2	GST	Skills	2	2	0	4
3.	CCA3	Income Tax	Skills	3	3	0	6
4.	CCA4	Company Law	Skills	3	1	0	4
5.	CCA5	Practical framework	Skills	2	1	0	3
6.	CCA6	Practical and Project work	Skills	0	0	10	10
Total Credits of the Programme				30			

*L - Lecture, T - Tutorial, P - Practical, C - Credit

*After the completion of course in six months, student will be awarded Certificate in Certified Corporate Accounting.

DETAILED SYLLABUS

❖ PAPER I (CCA1)

Basics of Accountancy – Accounting concepts, Principles and Accounting terminology-Accounting process – Journal, Ledger, Trial balance, Profit and Loss account, Balance sheet-Inventory Accounting-Provisions and Adjustment entries-Bank reconciliation statements-Branch and Divisional Accounting –basics-Inventory valuation procedure-Accounting standards - Basics-Accounts finalization process of various business entities-Company Accounts finalizationprocess- Balance sheet and Profit and Loss Account Analysis

❖ PAPER II (CCA2)

Basics of GST law -Different types of GST-Input tax credit (Basics) Returnfiling procedure – Theory-GST Accounting

❖ PAPER III (CCA3)

Income tax basics-Rate of taxes and computation of tax liability-Tax deducted at source (TDS)-Advance Tax-Return filing procedure – Theory-Income tax Accounting

❖ PAPER IV (CCA4)

Different types of a company-Legal compliances of a company -Forms to be filed to Registrar of companies periodically-How to prepare board and Specialresolutions

❖ PAPER V (CCA5)

Office procedures of an Accountant-Tally ERP 9 – Accounting and Analysis-Microsoft Excel workings - Preparation of financial statements using excel- Microsoft Word provisions and report preparation-Statutory registers maintenance including Asset Register-Preservation of documents – Office Procedure.

❖ PAPER VI (CCA6)

Practical + project + viva

Books Recommended:

1. Maheshwari S.N. and Maheshwari S.K. Corporate Accounting, Vikas Publishing House, New Delhi.

2. Nirmal Gupta and Chhavi Sharma. Corporate Accounting Theory and Practice, ANE Books India, New Delhi.
3. Paul.K.R. Accountancy, New Central Book Agency Pvt. Ltd. Kolkata

Teaching methodology

The method of teaching should be conducive to handle the classes for the students in a fruitful manner. For a skill-based course, the method should be appropriate and focused on the educational philosophy and subject areas.

- Augmented lecture method comprising of necessary components like discussion, seminars, and assignments.
- Demonstration method of handling classes with the aid of audio -visual aids such as power point, posters, flip charts etc.
- The study assignment method in which the instructor assigns work to students in the form of reading books, periodicals, project and exercises for the practical knowledge.
- The tutorial method in which teaching aids directly associate with an individual student while conducting classes.
- Hands on training method

Scheme of Evaluation:

The course is designed with five theory papers of 100 marks each, i.e., total of 500 marks. Practical and project paper of 100 marks each. Each theory paper of 100 marks shall have two components of evaluation technique:

- a) Continuous evaluation of 20 marks comprising of assignments, test papers etc.
- b) Final Written Examination of 80 marks.

Final score is calculated based on continuous evaluation and final examination; grade shall be as per the grading system mentioned below:

Grading system



A grading system is designed to evaluate the performance of students who have appeared all the papers in the examination. The students will be awarded with the final letter grade at the end of the Certificate Course. The letter grades and the corresponding grade points are depicted in the table below.

Sl. No.	Grade	Grade Points	Absolute Marks
1.	O (Outstanding)	10	90 and above
2.	A+ (Excellent)	9	80 to 89
3.	A (Very Good)	8	70 to 79
4.	B+ (Good)	7	60 to 69
5.	B (Above Average)	6	50 to 59
6.	C (Average)	5	45 to 49
7.	P (Pass)	4	40 to 44
8.	F (Fail)	0	Less than 40
9.	Ab (Absent)	0	

Attendance Statements

REGISTER OF ATTENDANCE & FEES												FOR THE MONTH OF <u>January</u> 20 <u>2020</u>																											
Name of the Institute												Section										Place										No. of days Present		FEES		Date of Payment			
Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Rs.	P.				
1		Anupama S	X					X	A	X	X				X	X	X	X																					
2		Kulthra M.S	A	A				X	X	X	X				X	X	X	X																					
3		Sony prasad	X	X				A	X	X	A	X			X	X	X	X																					
4		Abhilash H	X	X				X	X	X	X	X			X	X	X	X																					
5		Arunal S.S	X	A				X	A	X	X	X			A	A	X	X																					
6		Seema V.N	A	X				X	X	X	X	X			X	X	X	X																					
7		Nehra Satar	X	X				X	X	X	X	X			X	X	X	X																					
8		Pransav S	X	X				X	X	X	X	X			X	X	X	X																					
9		Sanjith S	X	X				X	X	X	X	X			X	X	X	X																					
10		Sudha S	X	X				X	X	X	X	X			X	X	X	X																					
11		Sonay S	X	X				X	X	X	X	X			X	X	X	X																					
12		AKshaya S	X	X				X	X	X	X	X			X	X	X	X																					
13		Deena T	X	X				X	X	X	X	X			X	X	X	X																					
14		Dhanya S.G	X	X				X	X	X	X	X			X	X	X	X																					
15		Lalitha S	X	X				X	X	X	X	X			X	X	X	X																					
16		Nesim S	X	X				X	X	X	X	X			X	X	X	X																					
17		Sheelja S.T	X	X				X	X	X	X	X			X	X	X	X																					
18		Abhinav S	X	X				X	X	X	X	X			X	X	X	X																					
19		Abhishek S	X	X				X	X	X	X	X			X	X	X	X																					
20		Adithyan S	X	X				X	X	X	X	X			X	X	X	X																					
21		Anya M.S	X	X				X	X	X	X	X			X	X	X	X																					
22		Arjun R	X	X				X	X	X	X	X			X	X	X	X																					
23		Atul H	X	X				X	X	X	X	X			X	X	X	X																					
24		Devi S	X	X				X	X	X	X	X			X	X	X	X																					
25		Daya N	X	X				X	X	X	X	X			X	X	X	X																					
26		Divya S	X	X				X	X	X	X	X			X	X	X	X																					
27		Akshita Dev	X	X				X	X	X	X	X			X	X	X	X																					
28		Agay S	X	X				X	X	X	X	X			X	X	X	X																					
29		Aravind S	X	X				X	X	X	X	X			X	X	X	X																					
30		Lakshmi B	X	X				X	X	X	X	X			X	X	X	X																					
31		Naman N	X	X				X	X	X	X	X			X	X	X	X																					
Number present M																																							
Daily E																																							

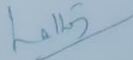
Certificate

SREE NARAYANA COLLEGE, CHATHANNUR
AFFILIATED TO UNIVERSITY OF KERALA, KOLLAM, KERALA-691578

No:CGST/NSQF/11 **DEPARTMENT OF COMMERCE**

This is to certify that Ms.ANUPAMA.J.has successfully completed the Diploma Course in GST & IT Practitioner in June ,2021 under UGC, NSQF and has attained A Grade in the examination.


PRINCIPAL
DR.M.S.LATHA


Dr.PARVATHY NAND
COURSE COORDINATOR

REPORT:

During the academic year 2020-2021, a total of 61 students were enrolled and completed the certificate course in Certified Corporate Accounting. The basics of accounting, accounting practices, Basic entry system of accounting, preparation of financial statements and account, Balance sheet preparation, Accounts finalization process of various business entities-Company Accounts finalization process - Balance sheet and Profit and Loss Account Analysis. The Basics of GST law, Return filing procedure GST Accounting, Return filing procedure, Income tax Accounting, Tally ERP 9, Accounting and Analysis- Microsoft Excel workings - Preparation of financial statements using excel were incorporated in the syllabus. The students were also engaged with both theoretical and practical sessions. The students were completed with high marks and grad fir the examination and are provided with the certificate.

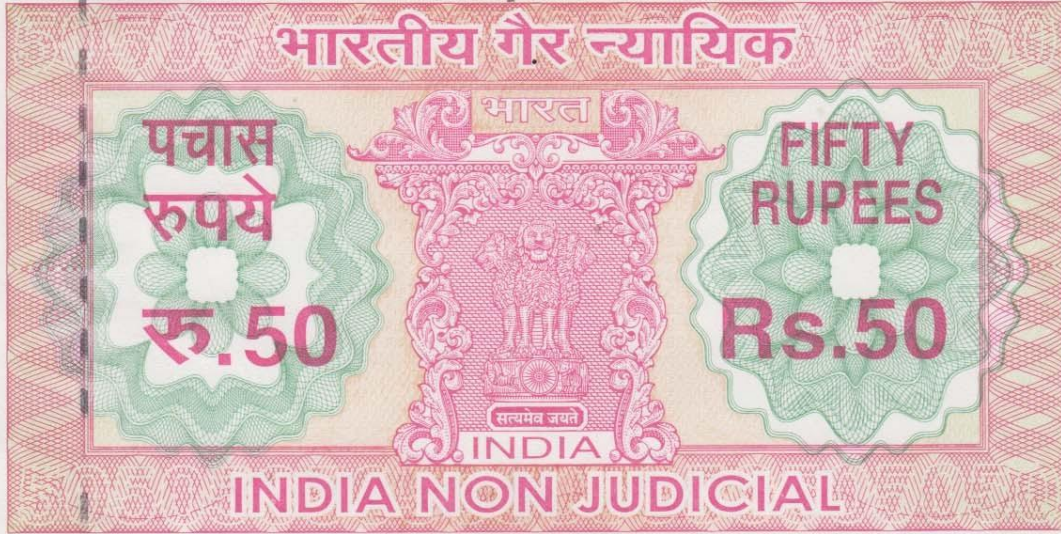
UGC-NSQF SKILL COURSE IN GST & INCOME TAX
PRACTITIONER 2020-2021



**SREE NARAYANA COLLEGE,
CHATHANNUR**

GST & INCOME TAX PRACTITIONER

- **UGC-NSQF SKILL COURSE**
- **APPROVED BY UNIVERSITY OF KERALA**
 - **DIPLOMA COURSE 2020-2021**



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BZ 023365

**MEMORANDUM OF UNDERSTANDING
SREE NARAYANA COLLEGE, CHATHANNUR
&
VEDYA PROFESSIONAL CAMPUS**

1. Purpose

The Memorandum of Understanding (MOU) is designed and constituted on 14/07/2020 between Principal, Sree Narayana College, Chathannur affiliated to the University of Kerala and Anjali Raj, Managing Partner, Vedyā Professional campus, Second floor, Aloka Arcade, Near Palkulangara Temple, NH Bypass, Kallumthazham, Kollam, Kerala, a premier educational institution recognised by the Institute of Cost Accountants of India, Trivandrum Chapter. The purpose of the Memorandum of Understanding (MOU) is to develop and facilitate educational knowledge, teaching learning activities, training and practical session and to offer career development activities and placements for the students who are enrolling in the one year skill-based diploma course in GST and Income tax practitioner and six months skill based certificate course in Certified Corporate Accounting (CCA).

2. Parties

The parties in the MOU are Sree Narayana College, Chathannur affiliated to the University of Kerala and Vedyā Professional Campus, a premier educational institution recognised by the Institute of Cost Accountants of India, Trivandrum Chapter. The Sree Narayana College, Chathannoor, and Vedyā Professional Campus have expressed their willingness to cooperate and support each other for conducting the courses successfully and in fruitful manner for their mutual interest in their respective fields.

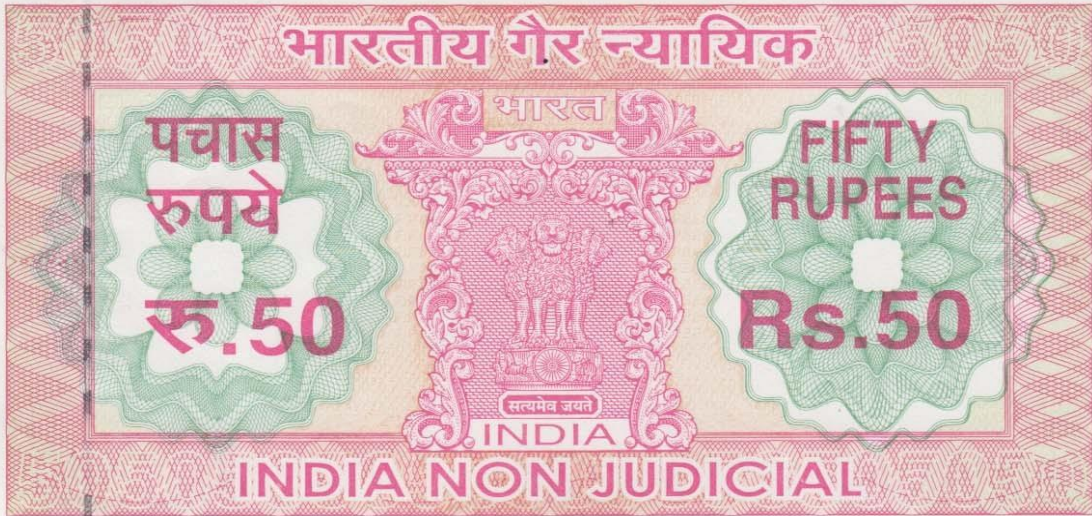
Number 4582 - Rs 50/-
Date 15-07-2020

Dr. Lalitha M.S
Principal, S.N. College, Chathannoor.

G. UNNIKRISHNAN
STAMP VENDOR
KOLLAM (SPECIAL LICENSE)

Principal
Sree Narayana College
Chathannoor





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3.Goals and Objectives:

The intention and goal of this MOU is to build a robust collaboration and association between Sree Narayana College, Chathannur and Vedy Professional Campus for providing and conducting one-year skill-based diploma course of GST and Income Tax Practitioner course and six months certificate course in Certified corporate accounting course among students. The course enhances the knowledge and practical experience for the students and to improve the knowledge power, employability, and competitive skills among them.

The Specific activities framed and incorporated in MOU are dealt in accordance with consultation between the two parties.

4.General terms of MOU:

4.1Duration of MOU: This MOU shall be operational upon signing and will have a duration of a 1 year for skill based diploma course in GST and Income Tax Practitioner course and six months certificate course in Certified Corporate Accounting course and can be extended in future based on the outcome and benefits of the program by the mutual consent between the two parties of MOU and will be valid till the completion of both courses. It is mentioned the course should be completed within the time specified for completing the course.

4.2Technical and financial support: Technical and financial support of the course will be managed and supported under the purview and control of the Sree Narayana College, Chathannur based on the order sanctioned by the UGC.

4.3Coordination: In order to carry out and fulfil the objectives of MOU in a coordinated manner, both parties are required to appoint an appropriate person(s) to represent its

Number
Date

4583

15-07-2020

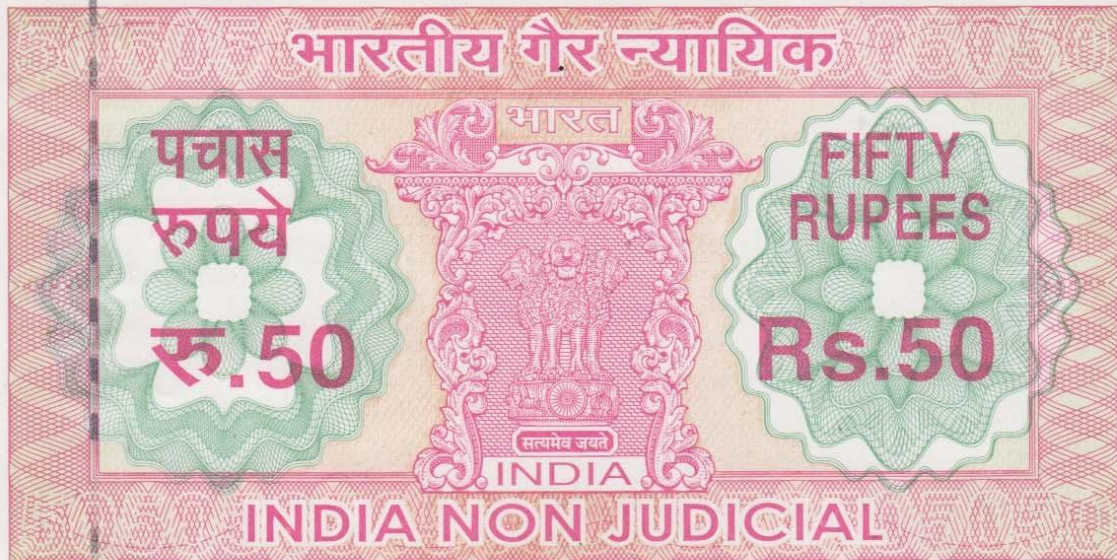
Dr. Latha . M.S

Principal, SN College, Chathannoor.

G. UNNIKRISHNAN
STAMP VENDOR
KOLLAM / APRICAT. LIC.

Principal
Sree Narayana College
Chathannoor





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organization as Coordinator of the program and also to successfully implement the activities .Both parties are required to conduct meetings between them if needed to discuss progress and plan activities

4.4 Confidentiality: The parties to the MOU agree that it shall not, at any time, after executing the activities of this MOU, disclose any information in relation to these activities or any other matters without the consent of both parties

4.5 Course Content: The course is designed as per the stipulated regulations and guidelines where both parties agree and approves the curriculum and syllabus with necessary credit points meant for conducting classes. The MOU stands for conducting the certificate and diploma course in the college after getting the approval and sanctioning of fund released by the UGC.

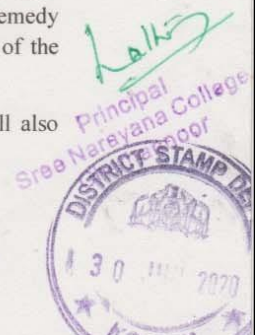
4.6 Career growth and Placement: The MOU stands exclusively for educational purpose, career growth and placement of students . After the completion of course, Vedy Professional Campus should take an initiative to provide career prospects and placements opportunities for the students completing both the courses. The recruitment and selection process are vested to performance level and merit of students. The Vedy professional campus has full discretion and right to accept or reject the students for placement in their reputed institution.

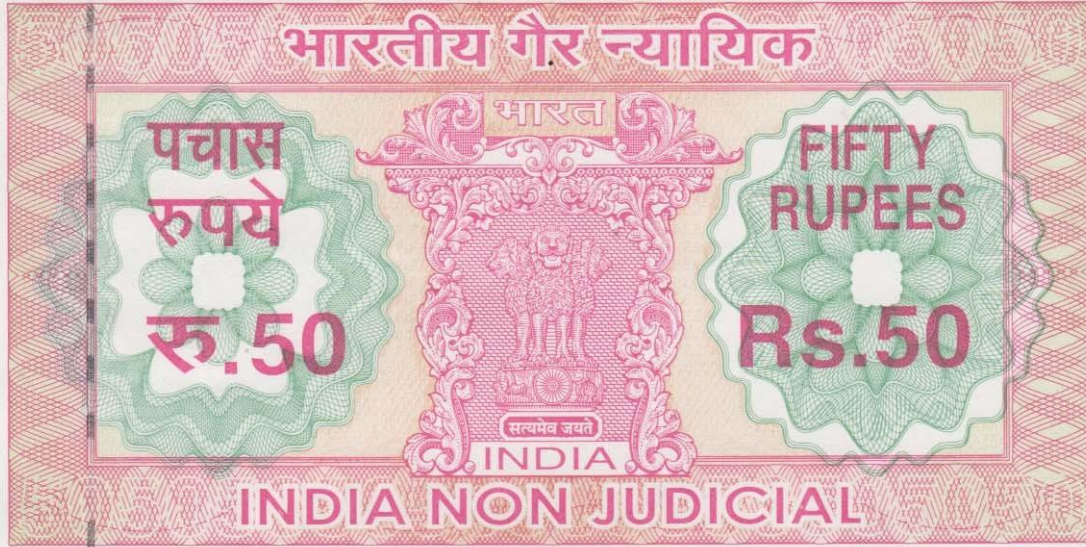
4.7 Termination: In the event that either party defaults under this MOU, the non-defaulting party may send written notice to the defaulting party of said default. If the defaulting party fails to correct said default within thirty (30) days of receipt of written notice, then the non-defaulting party may terminate this Agreement and shall be entitled to seek any remedy available at law or in equity. Any Termination will go into effect upon completion of the then-currently running Course.

4.8 Addendum: Department of Commerce, Sree Narayana College, Chathannur will also provide a course certificate based in this program.

Number 4584 Rs 50/-
Date 15-07-2020
Dr. Lalitha M.S
Principal, SN College, Chathannur

G. UNNIKRISHNAN
STAMP VENDOR
COLLAM (SPECIAL LICENSE)





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This MOU will take effect from the date of its signing and shall be valid for a period of six months for certificate course and one year for diploma course from that date unless sooner terminated, revoked or modified by mutual written agreement between the Parties, and may be extended by mutual written agreement. The MOU stands only for conducting the certificate and diploma course specified by the UGC.

Either party may terminate the Agreement at any time during the term by the provision of three months written notice to the other party.

14/7/2020
Chathannur

Anjali Raj

Anjali Raj,
Managing Partner,
Vedya Professional Campus,
Kallumthazham,
NH Bypass,
Kollam District
Kerala.



Principal,
Sree Narayana College,
Chathannur,
Kollam District,
Kerala



Kalish
Principal
Sree Narayana College
Chathannur

Number 4585 P. 501 -
Date 15-07-2020
Dr. Latha . M.S
Principal, SN College, Chathannur.

G. UNNIKRISHNAN
STAMP VENDOR
KOLLAM (SPECIAL LICENSE)



Proposal Summary

1.	Proposed by	Sree Narayana College, Chathannur
2.	Course Title	SKILL BASED DIPLOMA COURSE IN GST AND INCOME TAX PRACTITIONERS
3.	Diploma Course/Duration	1 year`
4.	Course Name	Diploma course in GST and Income tax practitioners
5.	Proposed Date of Commencement	Academic Year 2020-2021
6.	Proposed Strength	20
7.	Number of batches	1
8.	Eligibility for Admission	10+2/On-going graduate students
9.	Credits	60 Credits
10.	Method of Selection	Entrance Test
11.	Design Strategy	Outcome -based Education
12.	Course Coordinator	Parvathy Nand, Assistant Professor of Commerce 9446035426 (M)

Background

Sree Narayana College, Chathannur is affiliated to the University of Kerala offering meritorious and higher education courses for both undergraduate and postgraduate students. The college provides immense ample opportunities in terms of curricular, co-curricular and extra-curricular development and value-based education potentiality for students. The Department of Commerce is running successfully over the last decade. The Department is full-fledged with 8 professors including two Ph.D. holders and one part time lecturer in law as well. The department provides basic facilities, motivation, encouragement and support to the students in order to mould them to think creatively and to develop right mindset to cope up with opportunities and challenges of the globalised environment.

Course Description and Need of the Course:

The Diploma course in GST and Income Tax Practitioner Course enable the students in the attainment of a highly skilled professional oriented course. The course is appreciable in terms of providing the basic knowledge of GST and Income Tax among students. It is considered as an ideal diploma course that helps the students to learn how to file online ITR-TDS return-GST Return. The course offers a specialised, updated knowledge of GST and Income Tax in a systematic manner, improvement of analytical skills to enhance decision making, imparting of skills and knowledge for self-employment and employment in the industry. It enables the students to furnish the details of outward and inward supplies on behalf of the registered taxable person and file the GST returns through the course. The course is designed and embedded with both theoretical knowledge and practical application which supports the student to grasp the course in fullest manner. The course is entitled to give knowledge prevailing GST and Income tax System and procedure prevailing in the country. Upon the completion of course, the student will become a tax professional in different tax planning strategies for their respective client. The procedure to maintain the tax compliance software system is provided to the students through the course. It will mould the students to provide technical advice and staff assistance to the required people such as executives, field managers and employees.

Course Objectives:

On completion of course the student will:

1. To acquire a broad knowledge that builds a high level of competency and professionalism in the realm of GST and Income Tax.
2. To understand the basic concepts and various new compliance under GST and Income tax regime.
3. It helps to develop skills of different computation and taxation process of GST and Income tax.
4. Gain expertise knowledge in GST and Income Tax.
5. Enable the students to start their own consultancy for Income tax Filing, tax planning payment of tax and GST computation
6. To understand the impact of GST and income tax in various sectors and their business models.
7. Practical training exposure for GST registration and Income Tax filing and other similar issues.

8. Enhancement of decision-making power to decide and invest in potential investment avenues.
9. Provides the knowledge for the students which helps in assisting and issuing tax invoices, Delivery challan, assists the tax with procedures for GST registration, cancellation and GST updates.
10. Students attain the basic information to furnish the details of outward and inward supplies on behalf of the registered taxable person and file the GST returns.

Placement Avenues:

The Diploma Course in GST and Income Tax Practitioner Course would initiate probable placement opportunities for talented and aspiring students. Enrolling and studying in the course of GST and Income tax Practitioner provides an immense career opportunity for the students by way of self-employment and employment in the industry. The students after the completion of the course can provide consultancy services to other tax players thorough online mode also. Numerous opportunities are available to the eligible students' aspirants in various fields such as Accountant, Junior Accountant, Accounts Executive, Tally Accountant, Import Export Faculty etc. It is assured that the students will be well placed thorough campus placement and other job interviews in highly reputed institutions. The institution agreed to conduct campus interview for the placement of students after the completion of job-oriented GST and Income Tax Practitioner course as well.

CURRICULUM DESIGN, COURSE STRUCTURE AND DETAILED SYLLABUS OF THE COURSE

Course Title : Gst and Income Tax Practitioner Course
Subject : Commerce
Course Category : Ug Degree Program
Duration : 12 Months (1 Year)
Total Credits : 60

I PERIOD SIX MONTHS SYLLABUS

Sl. No	Paper Code	Subject Name	Component	Credit			
				L	T	P	C
1.	GTP1	GST Law	General Education	3	3	0	6
2.	GTP2	GST procedures	Skills	4	3	0	7
3.	GTP3	Income Tax Law	Skills	4	3	0	7
4.	GTP4	Practical and Project work	Skills	0	0	10	10
Total Credits of the Programme				30			

*L - Lecture, T - Tutorial, P - Practical, C - Credit

II PERIOD SIX MONTHS SYLLABUS

Sl. No	Paper Code	Subject Name	Component	Credit			
				L	T	P	C
1.	GTP5	Income tax procedure	General Education	2	1	2	5
2.	GTP6	GST Practical	Skills	3	2	2	7
3.	GTP7	Income tax practical	Skills	2	2	4	8
4.	GTP8	Practical and Project work	Skills	0	0	10	10
Total Credits of the Programme				30			

*L - Lecture, T - Tutorial, P - Practical, C - Credit: *After the completion of course in twelve months, student will be awarded Certificate in GST and Income Tax Practitioner.

DETAILED SYLLABUS

SEMESTER I

❖ **PAPER I (GTP1)**

Basics of GST law -Charge of GST-Supply under GST-Exemptions-Time of Supply-Value of Supply-Input tax credit

❖ **PAPER II (GTP2)**

GST Return filing -Late fee and Penalty-GST Registration-GST Accounting-GST Return forms-GST Audit - Basics

❖ **PAPER III(GTP3)**

Income tax basics and Residential Status-Rate of taxes and computation of tax liability-Exemption-Heads of Income-Clubbing and Set off-Deductions-Determination of Income and tax liability of various persons

❖ **PAPER IV(GTP4)**

Practical + project + viva

SEMSTER II

❖ **PAPER I (GTP 5)**

Tax deducted at source (TDS)-Tax collected at source-Advance tax-Return filing procedure -Interest and Penalty-Income tax Accounting-Income tax audit – Basics

❖ **PAPER II (GTP 6)**

Tally ERP 9 – Tax related accounting and analysis-Computation of GST payable and Input tax credit of different customers-GST live Return preparation and filing -Books and Registers -Invoicing-GST reconciliation procedure-GST registration.

❖ **PAPER III (GTP 7)**

Income tax return filing-TDS return filing procedure-TDS payment-Income tax payment-PAN and TAN-Liaison with Tax auditor

❖ **PAPER IV (GTP 8)**

Practical + project + viva

Books recommended

1. H.C. Mehrotra & Prof. Agarwal, Indirect Taxes, Sahitya Bhavan Publishers, Agra.
2. Gaur VP and Narang DB: Income Tax Law and Practice, Kalyani Publications, New Delhi.
3. GST Base Acts, Rules, Notifications & Circulars
4. V.S. Datey, Indirect Taxes, Taxman Publications, New Delhi.

Teaching methodology

The method of teaching should be conducive to handle the classes for the students in a fruitful manner. For a skill-based course, the method should be appropriate and focused on the educational philosophy and subject areas.

- ♣ Augmented lecture method comprising of necessary components like discussion, seminars and assignments.
- ♣ Demonstration method of handling classes with the aid of audio - visual aids such as power point, posters, flip charts etc.
- ♣ The study assignment method in which the instructor assigns work to students in the form of reading books, periodicals, project and exercises for the practical knowledge.
- ♣ The tutorial method in which teaching aids directly associate with an individual student while conducting classes.
- ♣ Hands on training method

Scheme of Evaluation:

The course is designed with six theory papers of 100 marks each, i.e., total of 600 marks. Practical and project paper of 100 marks each. The entire marks assigned for the 12 months courses is 800 marks.

Each theory paper of 100 marks shall have two components of evaluation technique:

- c) Continuous evaluation of 20 marks comprising of assignments, test papers etc
- d) Final Written Examination of 80 marks.

Final score is calculated on the basis of continuous evaluation and final examination; grade shall be as per the grading system mentioned below:

Grading system

A grading system is designed to evaluate the performance of students who have

appeared all the papers in the examination. The students will be awarded with the final letter grade at the end of the Diploma Course. The letter grades and the corresponding grade points are depicted in the table below

Sl. No.	Grade	Grade Points	Absolute Marks
1.	O (Outstanding)	10	90 and above
2.	A+ (Excellent)	9	80 to 89
3.	A (Very Good)	8	70 to 79
4.	B+ (Good)	7	60 to 69
5.	B (Above Average)	6	50 to 59
6.	C (Average)	5	45 to 49
7.	P (Pass)	4	40 to 44
8.	F (Fail)	0	Less than 40
9.	Ab (Absent)	0	



SREE NARAYANA COLLEGE CHATHANNOOR

Courses Aligned with National Skills Qualification Framework (NSQF)
(U.G.C. APPROVED)

NEW JOB ORIENTED COURSES 2020-2021

Sl.No	Programme	Course	Duration	Eligibility	Application Registration Link
1.	Diploma	GST & INCOME TAX PRACTITIONER	1 YEAR	10,+2	https://forms.gle/DHL9jRaUomRDFtay9
2.	Certificate	CERTIFIED CORPORATE ACCOUNTING	6 MONTHS	10,+2	https://forms.gle/ibN2WJmYMKwRNVyu9
3.	Diploma	MOLECULAR DOCKING	1 YEAR	10,+2 BSc, MSc Students on roll	https://forms.gle/LnAL9oNrFBbtqNs8
4.	Certificate	VIDEO PRODUCTION AND DEVELOPMENT COMMUNICATION	1 YEAR	10,+2	https://forms.gle/zfe1sX7cszsFGUzK7
5.	Diploma	VIDEO PRODUCTION AND DEVELOPMENT COMMUNICATION	2 YEAR	10,+2	https://forms.gle/Be4NtqEFsVjXYbpu7
6.	Advanced Diploma	VIDEO PRODUCTION AND DEVELOPMENT COMMUNICATION	3 YEAR	10,+2	https://forms.gle/SVDiC34mdqVzwQB6



How to Apply :Candidates can apply the courses through the google form link given for each course respectively.

LAST DATE FOR REGISTRATION : 20/10/2020

For further details, kindly contact :

9446035426, 9446569389, 9446112116

PRINCIPAL

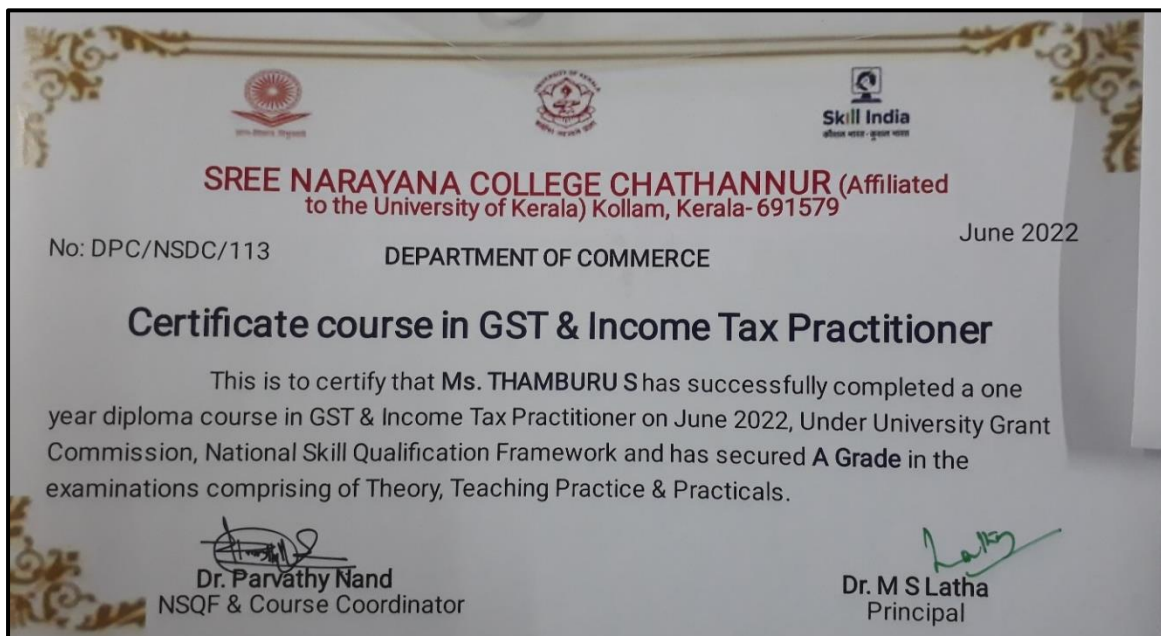
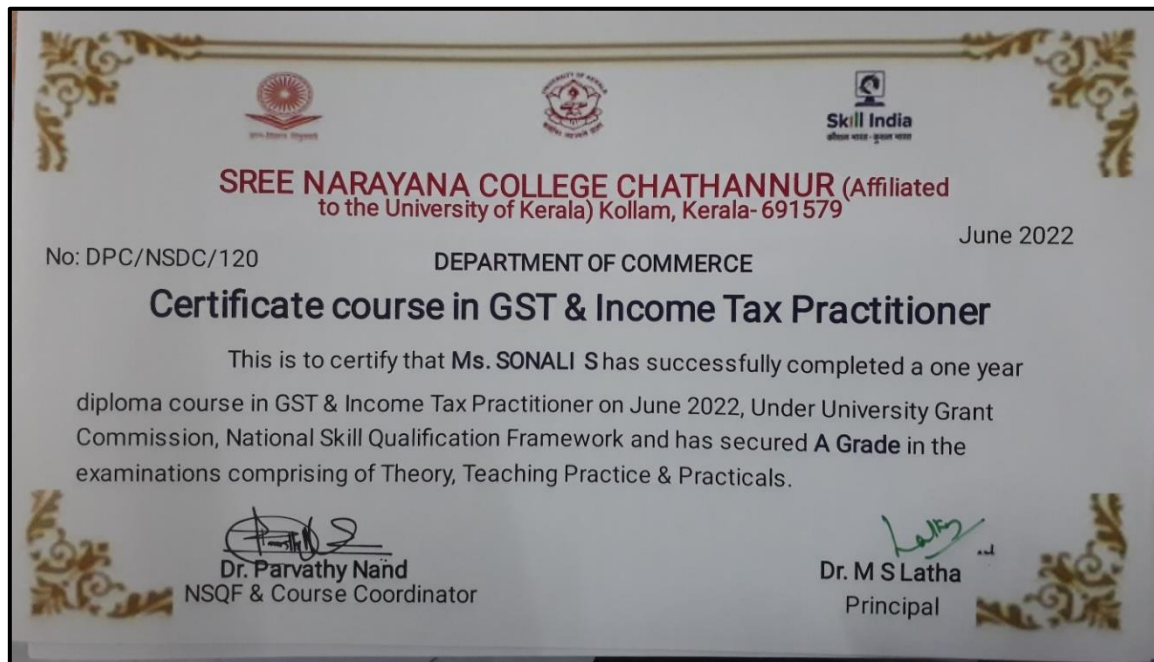
Attendance Statement

Sl. No.	Student Name	No. of Days Present	No. of Days Absent
1	HASITHA HARIDAS	24	1
2	SARANYA R S	23	2
3	ABI KRISHNA S	22	3
4	GEETHU BABU	24	1
5	BIJI M	23	2
6	FATHIMA NIZAR	24	1
7	SONALI S	20	5
8	SUFIYA N	24	1
9	THAMBURU S	23	2
10	RAKHI S	23	2
11	ROHIT NARAYAN R	3	22
12	ANANYA J S	4	21

DIPLOMA IN GST & INCOME TAX PRACTITIONER

Sl. No.	Name	Date of Exam	Marks Obtained
1	GEETHU BABU	31/12/2021	84
2	SONALI	31/12/2021	86
3	RAKHI S	31/12/2021	82
4	THAMBURU S	31/12/2021	88
5	BIJI M	31/12/2021	94
6	FATHIMA NIZAR	31/12/2021	86
7	HASITHA HARIDAS	31/12/2021	88
8	SARANYA RS	31/12/2021	76
9	ABI KRISHNA S	31/12/2021	52
10	SUFIYA N	31/12/2021	70

Certificates



REPORT

The UGC had sanctioned and approved the request for commencing the NSQF courses in Certificate Course in Certified Corporate Accounting, Diploma Course in GST and Income Tax Practitioner in Commerce subject, Certificate Course, Diploma Course and Advanced Diploma Course in Molecular and Drug Docking in Chemistry stream and Certificate, Diploma and Advanced Diploma Course in Media and Online Communication from the academic year 2020-2021. The informative details about the programme are advertised through a well-designed brochure and circulated among students. The convenor to the program is vested to Dr. Parvathy Nand, Assistant Professor, PG Department of Commerce. With reference to Certificate Course in Certified Corporate Accounting, Diploma Course in GST and Income Tax Practitioner in Commerce subject, a well-designed time table and syllabus were incorporated with reference to Guidelines for conducting the courses successfully. The courses were arranged and handled by an external faculty Smt. Shereena S., for both theoretical as well as practical classes. A total of 15 students for both courses were applied and registered and they successfully completed with high grades and the certificate were issued for the matter.

**UGC-NSQF SKILL COURSE 2021-2022 DIPLOMA COURSE IN GST
& INCOME TAX PRACTITIONER**

Proposal Summary

1.	Proposed by	Sree Narayana College, Chathannur
2.	Course Title	SKILL BASED DIPLOMA COURSE IN GST AND INCOME TAX PRACTITIONERS
3.	Diploma Course/Duration	1 year`
4.	Course Name	Diploma course in GST and Income tax practitioners
5.	Proposed Date of Commencement	Academic Year 2021-2022
6.	Proposed Strength	20
7.	Number of batches	1
8.	Eligibility for Admission	10+2/On-going graduate students
9.	Credits	60 Credits
10.	Method of Selection	Application
11.	Design Strategy	Outcome -based Education
12.	Course Coordinator	Parvathy Nand, Assistant Professor of Commerce 9446035426(M)

Course Description and Need of the Course:

The GST and Income Tax Practitioner certification course can be taken by graduates, CAs, company secretaries, financial and taxation professionals, and individuals who want career opportunities in these fields. It increases job opportunities, salaries, and develops skills. The aim of the course is to help and provide support and consultancy services among businessmen, accountants, Chartered Accountants (CAs) Certified Management Accountants (CMAs), Company Secretaries (CSs), and other professionals to enhance their knowledge regarding the Goods and Services Tax by offering specialised, updated knowledge systematically, improving their problem-solving and analytical skills

to enhance decision making, and imparting skills and knowledge required for self-employment and employment in the industry.

Course Objectives:

On completion of course the student will:

11. To acquire a broad knowledge that builds a high level of competency and professionalism in the realm of GST and Income Tax.
12. To understand the basic concepts and various new compliance under GST and Income tax regime.
13. It helps to develop skills of different computation and taxation process of GST and Income tax.
14. Gain expertise knowledge in GST and Income Tax
15. Enable the students to start their own consultancy for Income tax Filing, tax planning payment of tax and GST computation
16. To understand the impact of GST and income tax in various sectors and their business models
17. Practical training exposure for GST registration and Income Tax filing and other similar issues.
18. Enhancement of decision-making power to decide and invest in potential investment avenues.
19. Provides the knowledge for the students which help in assisting and issuing tax invoices, Delivery challan, assists the tax with procedures for GST registration, cancellation and GST updates.
20. Students attain the basic information to furnish the details of outward and inward supplies on behalf of the registered taxable person and file the GST returns.

GST Tax practitioner course, GST tax Consultants course, tax practitioner institute, tax practitioner training, GST tax practitioner course. ICA offers Tax practitioner course. A practical tax practitioner course includes GST and Income tax practitioner course, direct tax practitioner course, indirect tax practitioner course, ITR e-filing online training, ITR filing online training, ITR filing consultants course to help become a tax practitioner, e-filing tax practitioners or work at tax practitioner office. This course will lay emphasis on the practical aspects with a solid knowledge base. Typical real life situations are covered under the syllabus. A student will learn how to compute

taxable income under the heads - Salaries, House properties, Business and Profession, Capital gains and other sources. Moreover, they can also learn how to compute tax liability of an individual, HUF, Firms, Companies etc. and how to file income-tax return in case of various assesses. The students would get an idea about Indirect Taxes - GST and tax planning which attempts to reduce tax liability legally.

CURRICULUM DESIGN, COURSE STRUCTURE AND DETAILED SYLLABUS OF THE COURSE

DETAILED SYLLABUS

SEMESTER I

❖ PAPER I (GTP1)

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

❖ PAPER II (GTP2)

GST Return filing -Late fee and Penalty-GST Registration-GST Accounting-GST Return forms-GST Audit – Basics

❖ PAPER III (GTP3)

Levy and collection - taxable event under GST- Concept of levy and collection of GST - Reverse charge mechanism (Basics)- composite supply, principal supply, mixed supply - composition levy and exemption - Provisions relating to composition scheme under GST Act, Rules required for opting composition scheme- conditions and restrictions for composition levy

❖ PAPER IV (GTP4)

Practical + project + viva

SEMSTER II

❖ PAPER I (GTP 5)

Tax deducted at source (TDS)-Tax collected at source-Advance tax-Return filing procedure -Interest and Penalty-Income tax Accounting-Income tax audit – Basics integrated GST - IGST and taxable event - levy and collection (only section 5(1) excluding import) - interstate supplies and intra state supplies (Basic view) central Govt.,s power to grant exemption - Sections 6(1) , 6(2),6(3)- Input tax credit- Concept of ITC - conditions to be satisfied for taking ITC - Registration - Persons liable for registration I section 22(1),(2),(3) and (a)] - persons not liable for registration(Section 23)- Compulsory registration (Section 24)Registration procedure in brief Provision relating to cancellation of registration Section 29(1)

❖ PAPER II (GTP 6)

Tally ERP 9 – Tax related accounting and analysis-Computation of GST payable and Input tax credit of different customers-GST live Return preparation and filing -Books and Registers -Invoicing-GST reconciliation procedure-GST registration.

❖ PAPER III (GTP 7)

Income tax return filing-TDS return filing procedure-TDS payment-Income tax payment-PAN and TAN-Liaison with Tax auditor Final Accounts Reports :- Profit and loss account-Balance sheet- Trial balance daybook-Account book- Statement of accounts- Tax report, E-Return Filing-GST & Income Tax

❖ PAPER IV (GTP 8)

Practical + project + viva

Books Recommended

- Beginners's guide to GST - Dr Vandana Bangra & Dr yogendra Bangara
- Taxmann's GST ready reckoner
- Indirect tax - Vineeth Sodhani
- Indirect tax - Muhammed Rafi Syed

Scheme of Evaluation:

The course is designed with six theory papers of 100 marks each, i.e., total of 600 marks. Practical and project paper of 100 marks each. The entire marks assigned for the 12

months courses is 800 marks.

Each theory paper of 100 marks shall have two components of evaluation technique:

- e) Continuous evaluation of 20 marks comprising of assignments, test papers etc.
- f) Final Written Examination of 80 marks.

SREE NARAYANA COLLEGE, CHATHANNUR

Affiliated to University of Kerala
NAAC Accredited with 'B' Grade



ENROLL YOUR SEATS



**DIPLOMA COURSE IN GST & INCOME TAX
PRACTITIONER -2021-2022**

UGC Approved



Course :

- 1 year Course
- Theory Class
- Practical Class
- Approved by the University of Kerala
- Certificate Course

For Further details contact:
Dr.PARVATHY NAND
9446035426



Certificate




SREE NARAYANA COLLEGE, CHATHANNU
AFFILIATED TO UNIVERSITY OF KERALA, KOLLAM, KERALA-691579

No:CCA/NSQF/01 **DEPARTMENT OF COMMERCE**

This is to certify that Mr.AKSHAY SURESH, has successfully completed the Diploma Course in GST & IT Practitioner in June ,2022 under UGC, NSQF and has attained A Grade in the examination.


PRINCIPAL
DR.M.S.LATHA


COURSE COORDINATOR
DR.PARVATHY MANOJ

REPORT

The Diploma Course in GST and Income Tax Practitioner had been successfully completed for the academic year 2021-2022 as well. A total of 55 students had enrolled for the course with high grades and attained the certificate. The informative details about the programme are advertised through a well-designed brochure and circulated among students. The convenor to the program is vested to Dr. Parvathy Nand, Assistant Professor, PG Department of Commerce. With reference to Diploma Course in GST and Income Tax Practitioner in Commerce subject, a well-designed time table and syllabus were incorporated with reference to Guidelines for conducting the courses successfully.

UGC-NSQF SKILL COURSE CERTIFICATE COURSE IN CERTIFIED CORPORATE ACCOUNTING 2021-2022

Course Description and Need of the Course:

Accounting is the process of recording, classifying, analyzing and interpreting the business transactions which can be measured in terms of money in such a way that it helps stake holders in taking decisions. Taking in purview, the CCA is a job-oriented course conducted in such a way to give practical and training experience and knowledge to make students adapt to the ever-changing dynamics of business and industry. The main aim of this course is to extend understanding of financial reporting for the partners as well as for external users, concepts and standards underlying the accounting procedures used to measure business performance. The course encompasses all aspects and topics of the accounting field followed by adequate practical training with the ultimate objective of purposeful placement. It aims to provide the skilled resources to Industry and thus fill the dearth of skilled and professional accounting experts that exists today. The certificate course helps the students to showcase the competency, commitment for the profession, build expertise knowledge in the concerned subject area, and also helps with job advancement. It offers a flexible learning path for the students. The Certificate course of CCA will provide an in-depth knowledge of the basic concepts of corporate accounting and after the completion of the course, the students will get clarity on different provisions of Corporate Accounting. The course will help in proper planning and accounting of corporate practices. The course is designed for a duration of 6 months scheduled in the basis of an approved syllabus. The topics covered under the course comprises of Practical exposure in Tally, Excel, training in statutory compliance, Formal writing skill development programme and the like. As CCA is meritorious and placement-oriented course the same institution offering the learning practices agreed to recruit and place the students by way of campus placement.

Course Objectives:

On completion of the course the students will gain the skills on:
The students will be able to Construct the financial statements of company within the frame work of Ind AS, Develop a process for redemption of Preference shares, Construct the Restructuring of capital structure in the financial statement of Joint stock company Ltd.,

Calibrate the procedure involved in Amalgamation of companies, Calibrate the procedure involved in Absorption of companies, Explain the implication of unethical accounting practices on the society

1. Understand the basics of accountancy
2. Understand the basics of GST law, GST Accounting
3. Understand the basics of income tax
4. Practical knowledge for filing the forms to registrar of companies
5. Practical exposure in Tally, Microsoft Excel workings.
6. Practical knowledge in preparation of financial statements using excel
7. Understand the theoretical and practical knowledge to enter accounting and finance fields and also trained in business, finance, financial reporting, taxation, auditing etc.

Course outcomes:

After completion of the course the students will be able to

1. Construct the financial statements of company within the frame work of Ind AS.
2. Devise a plan for Redemption of Preference shares.
3. Reconstruct the capital structure in the financial statement of Joint stock company Ltd.
4. Evaluate the Restructuring of capital structure of public company Ltd.
5. Develop the procedure involved in Amalgamation of companies.
6. Develop the procedure involved in Absorption of companies.
7. Illustrate the implication of unethical accounting practices on the society.

Placement Avenues and Career Opportunities

Numerous options open for the candidates seeking career in accounting. The job of accountants exists in public as well as in private sector. If you are choosing your career to be an accountant then, the career options in this field are available in numbers. You can go for various jobs under this course. One can do job in outside of India also. Every organization needs an accountant that manage and maintains the financial records of the companies. It enables the organization to judge their success/failure and plan for the future. There are different positions available in this field. Lucrative jobs available for chartered accountants in India as well as in foreign countries. One can choose teaching

profession in this field. Job opportunities are available in accountancy firms, insurance companies and banks.

A bright career is looking ahead after the completion of CCA course for the aspirants. The employment opportunities for the aspirants of CCA exist in public as well as in private sector. The various job titles that are offering in CCA after the completion of course are in Accounts, Audit, Taxation and in Finance Functions as an Executive, Officer or Assistant with a scope to assume higher positions as Manager or Head for value creation in respective functions. Most of the students will attain meritorious and prestigious employment opportunities such as Financial Controllers, Financial Advisors, Certified Public Accountant, Chief Financial Officer, Chartered Management Accountant, Company Secretary after the completion of the course. Numerous options are also available in teaching profession also. The students will be well placed through campus placement and other job interviews in highly reputed institutions. The institution agreed to conduct campus interview for the placement of students after the completion of job oriented CCA course. Job profiles in accounting field is as follows:

- Finance Managers
 - Financial Controllers
 - Financial Advisors
 - Directors (Finance)
 - Certified Public Accountant
 - Chief Financial Officer
 - Chartered Management Accountant
 - Company Secretary
-
-

CURRICULUM DESIGN, COURSE STRUCTURE AND DETAILED SYLLABUS OF THE COURSE

Course Title : Certified Corporate Accounting (Cca)

Subject : Commerce

Course Category : UG Degree Program

Total Credits : 30

Sl. No	Paper Code	Subject Name	Component	Credit			
				L	T	P	C
1.	CCA1	Accountancy	General Education	2	1	0	3
2.	CCA2	GST	Skills	2	2	0	4
3.	CCA3	Income Tax	Skills	3	3	0	6
4.	CCA4	Company Law	Skills	3	1	0	4
5.	CCA5	Practical framework	Skills	2	1	0	3
6.	CCA6	Practical and Project work	Skills	0	0	10	10
Total Credits of the Programme				30			

*L - Lecture, T - Tutorial, P - Practical, C - Credit

*After the completion of course in six months, student will be awarded Certificate in Certified Corporate Accounting.

DETAILED SYLLABUS

❖ PAPER I (CCA1)

Basics of Accountancy – Accounting concepts, Principles and Accounting terminology-Accounting process – Journal, Ledger, Trial balance, Profit and Loss account, Balance sheet-Inventory Accounting-Provisions and Adjustment entries-Bank reconciliation statements-Branch and Divisional Accounting –basics-Inventory valuation procedure-Accounting standards - Basics-Accounts finalization process of various business entities-Company Accounts finalizationprocess- Balance sheet and Profit and Loss Account Analysis -Meaning and Importance of Corporate Accounting-Issue and Forfeiture Of shares, Redemption of shares-Underwriting and lien on shares-Buyback of shares

❖ PAPER II (CCA2)

Basics of GST law -Different types of GST-Input tax credit (Basics)-Return filing procedure – Theory-GST Accounting Constitutional Provisions, Pre-GST regime, GST Council, CBIC, GST Portal.

❖ PAPER III(CCA3)

Income tax basics-Rate of taxes and computation of tax liability-Tax deducted at source (TDS)-Advance Tax-Return filing procedure – Theory-Income tax Accounting

❖ PAPER IV(CCA4)

Different types of a company-Legal compliances of a company -Forms to be filed to Registrar of companies periodically-How to prepare board and Special resolutions Place, Time & Value of Supply of Goods & Services -Tax Rates applicable & resources to find the tax rates applicable for the goods and services

❖ PAPER V(CCA5)

Office procedures of an Accountant-Tally ERP 9 – Accounting and Analysis-Microsoft Excel workings-Preparation of financial statements using excel- Microsoft Word provisions and report preparation-Statutory registers maintenance including Asset Register-Preservation of documents – Office Procedure. GST- CGST, SGST, IGST ,Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts Exception Reports, Print Management

❖ PAPER VI(CCA6)

Practical + project + viva

Books for Reference:

- B. M. Lal Nigam & G. L. Sharma: Advanced Accountancy.
- Jain & Narang: Corporate Accounting.
- M. A. Arunachalam & K. S Raman: Advanced Accountancy.
- Maheshwari: Advanced Accountancy Vol. I & II.
- Rup Ram Gupta: Advanced Accountancy.
- S. N. Maheshwari: Corporate Accounting.

Teaching methodology

The method of teaching should be conducive to handle the classes for the students in a fruitful manner. For a skill-based course, the method should be appropriate and focused on the educational philosophy and subject areas.

- Augmented lecture method comprising of necessary components like discussion, seminars and assignments.
- Demonstration method of handling classes with the aid of audio -visual aids such as power point, posters, flip charts etc.
- The study assignment method in which the instructor assigns work to students in the form of reading books, periodicals, project and exercises for the practical knowledge.
- The tutorial method in which teaching aids directly associate with an individual student while conducting classes.
- Hands on training method.

Scheme of Evaluation:

The course is designed with five theory papers of 100 marks each, i.e., total of 500 marks. Practical and project paper of 100 marks each.

Each theory paper of 100 marks shall have two components of evaluation technique:

- a) Continuous evaluation of 20 marks comprising of assignments, test papers etc
- b) Final Written Examination of 80 marks.

Final score is calculated on the basis of continuous evaluation and final examination; grade shall be as per the grading system mentioned below:

Grading system:

1. Pass percentage would be 50% marks in each component, with aggregate pass percentage of 50% and above.
2. Grading will be as under:

Grade	S	A	B	C	D
Mark Range (in %)	>=85%	>=75%-85%	>=65%-75%	>=55%-65%	>50%-55%

3. Theory examination would be conducted online and the paper comprise of MCQ and each question will carry 1 mark.

4. Practical examination A grading system is designed to evaluate the performance of students who have appeared all the papers in the examination.

The students will be awarded with the final letter grade at the end of the Certificate Course. The letter grades and the corresponding grade points are depicted in the table below,

Sl. No	Grade	Grade Points	Absolute Marks
1.	O (Outstanding)	10	90 and above
2.	A+ (Excellent)	9	80 to 89
3.	A (Very Good)	8	70 to 79
4.	B+ (Good)	7	60 to 69
5.	B (Above Average)	6	50 to 59
6.	C (Average)	5	45 to 49
7.	P (Pass)	4	40 to 44
8.	F (Fail)	0	Less than 40
9.	Ab (Absent)	0	

SREE NARAYANA COLLEGE, CHATHANNUR



Affiliated to the University of Kerala

NAAC Accredited with 'B' Grade

**CERTIFICATE COURSE IN
CERTIFIED CORPORATE
ACCOUNTING**

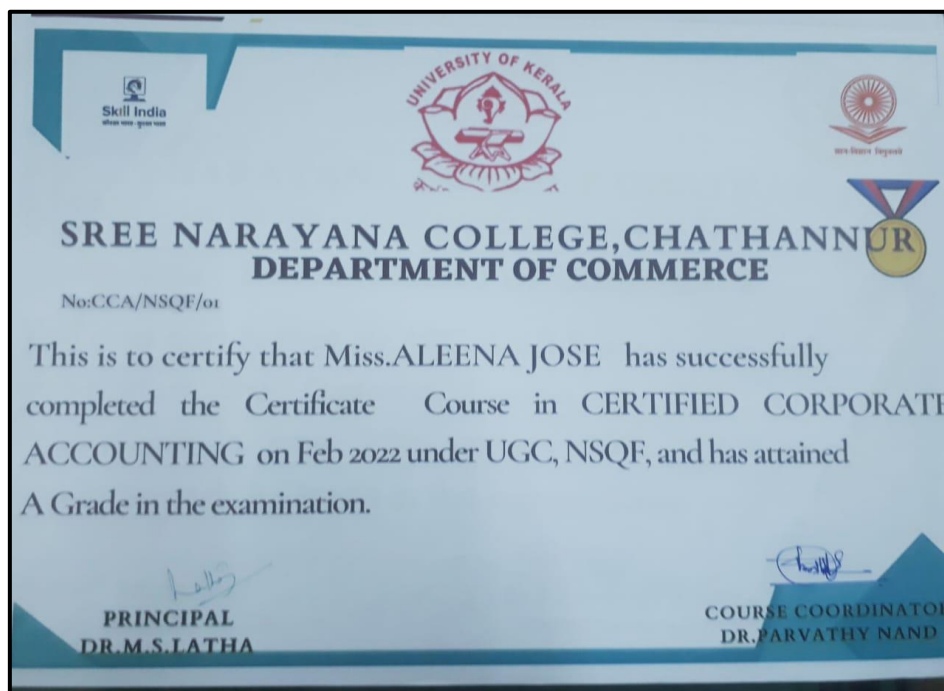
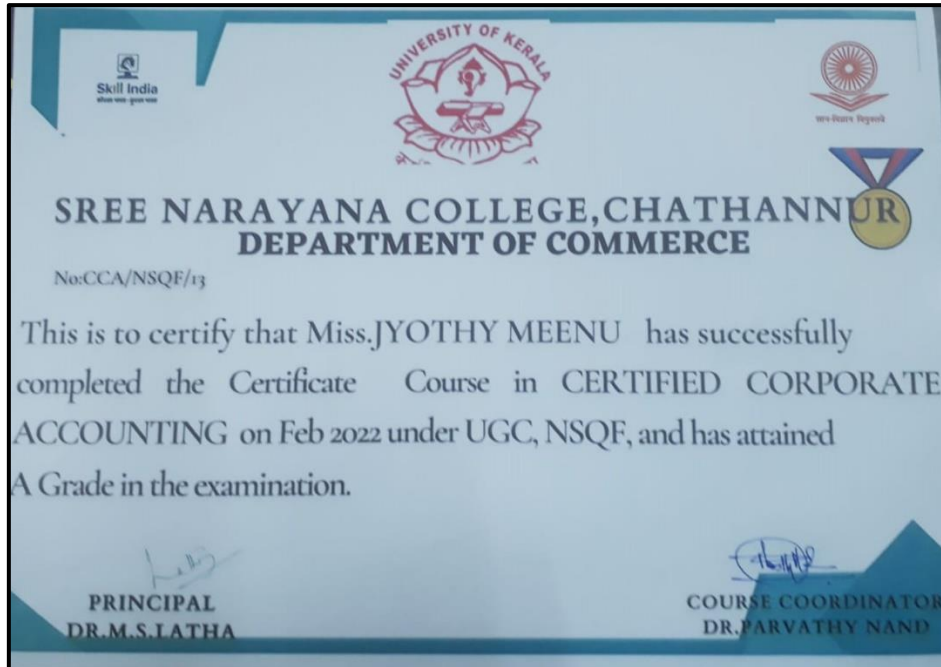
UGC -NSQF SKILL COURSE

Course Coordinator
Dr.PARVATHY NAND

CERTIFICATE COURSE
2021-2022

Principal
Dr.M.S.LATHA

Certificates



REPORT

During the academic year 2021-2022, a total of 58 students was enrolled and completed the certificate course in Certified Corporate Accounting. The basics of accounting, accounting practices, Basic entry system of accounting, preparation of financial statements and account, Balance sheet preparation, Accounts finalization process of various business entities-Company Accounts finalization process- Balance sheet and Profit and Loss Account Analysis .The Basics of GST law, Returnfiling procedure GST Accounting, Return filing procedure , Income tax Accounting, Tally ERP 9, Accounting and Analysis- Microsoft Excel workings-Preparation of financial statements using excel were incorporated in the syllabus. The students were also engaged with both theoretical and practical sessions. The students were completed with high marks and grade in the examination and are provided with the certificate.