

UNIVERSITY DEPARTMENT OF MANAGEMENT

CERTIFICATE COURSE IN
GOODS & SERVICE TAX
2019-20



Prospectus



VINOBA BHAVE UNIVERSITY

NAAC 'B++' Accredited University

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Message from the Vice-Chancellor

I have great pleasure in welcoming you to Vinoba Bhave University. Ever since its inception, Vinoba Bhave University has thrived to cater to the needs of the aspiring students and professionals who are the future of our country. Today, there is a need for quality technical education in the country, which provides young, bright minds with a platform to enhance their intelligence and become highly skilled pupils. Our focuses is to help to generate ideas that will benefit society, and to educate and train people to work in fields where they will be valued both for their specialized knowledge, and for their ability to research, communicate and solve problems. The programs that we offer give students complete insight into the contemporary developments of each subject.

Keeping in mind the dynamic situation of the business fraternity, Vinoba Bhave University through its Department of Management has introduced a job oriented Certificate Course in Goods and Service Tax which will cater to the need of the market. People desirous of becoming Entrepreneurs or the one who seeks knowledge for the same are most welcome. Even Goods and Service Tax is capable of generating self-employment which is crucial at this moment of time.

Our students form the core of our existence as an institution, and we want to give wings to their dreams. We expect them to be passionate about their dreams and make their family and society proud of their achievements. We hope to give you the platform, knowledge and skills that young students like you wish to acquire.

A handwritten signature in black ink that reads "Sharan".

(Ramesh Sharan)



From the Director's Desk

Department of Management, Vinoba Bhave University is dedicated towards addressing the dynamic business environment in accordance with the national needs and priorities. We have recently taken several new initiatives in this direction. For a management institute it is imperative to be prepared for the changing environment while teaching its students to do the same. In an era that has come to become the epitome of competition, B-schools face the very pressures that they prepare their graduates for.

Goods and Services Tax has been India's biggest tax reform till date. The Certificate Course on GST is designed to give working knowledge on the Goods and Services Tax. It will help learners to have necessary knowledge on GST Models. The course is aimed to benefit Tax and Accounting Professionals / Consultants, business owners and accounting professionals who want to be GST ready for smooth functioning of their company, professionals who want to shift to Finance and Taxation domain, Individuals / beginners seeking career opportunities in the taxation domain, students with engineering/commerce or arts background.

The Department of Management, Vinoba Bhave University envisages achieving excellence. We pledge to continue our earnest efforts towards providing quality education. We aspire to impart quality education, with a specialized faculty and a strong infrastructure.

(M. K. Singh)

CERTIFICATE COURSE IN GOODS & SERVICE TAX

(UNDER DEPARTMENT OF MANAGEMENT, VINOBA BHAVE UNIVERSITY)

DURATION: 6 MONTHS

SESSION: 2018-19

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CERTIFICATE COURSE IN GOODS & SERVICE TAX

(UNDER DEPARTMENT OF MANAGEMENT, VINOBA BHAVE UNIVERSITY)

1. DEPARTMENTAL PROFILE

The University Department of Management, Vinoba Bhave University, Hazaribag, was established in the year 2008.

The Department runs in a well-equipped infrastructure, constructed from the funds provided by the University Grant Commission. The faculty is dedicated to produce goal oriented and value committed managers who are highly qualified and well deserving.

The campus has Wi-Fi connectivity of 1 mbps and the classes are equipped with SMART CLASS Technology. The Department is equipped with computer lab, library cum reading room, students club, yoga & meditation centre and health care centre. Gymnasium, indoor stadium and outdoor stadium, auditorium (Vivekanand auditorium) , canteen apart from other facilities are shared by the students of other faculties in the campus.



2. NEED FOR THE PROGRAM

1. Introduction of GST is considered to be the most significant step in the reform of indirect taxation in India. With its implementation, there is an enormous need and opportunity of trained professionals. Most of the business agencies are facing the shortage of professionals in the field of GST. The program is designed specifically to address this issue.
2. There is a scarcity of accountants/managers who are specialized in the field of Goods and Service tax. This has resulted in business firms looking for uniquely trained accountants/managers who have accounting/management knowledge as well as well versed with the provisions of Goods and Service tax.
3. Since the GST is in its starting stage, the program aims to deliver quality knowledge to the students helping them to bridge the gap of trained GST professionals in the market.

3. OBJECTIVES OF THE NEW PROGRAM

Important objectives of the new program – Diploma in Goods and Service Tax are as follows:

1. To prepare young professionals who can perform well under the dynamic business scenario.
2. To help the pupils to analyze and interpret the Goods and Service Tax laws and recommend solution to the business units.
3. To provide hands on GST experience.

4. INTAKE: 30 EACH BATCH

- Fee Structure : Rs. 5000/- Course Fee (One time)

5. CURRICULUM DESIGN AND TEACHING METHODOLOGY

1. Course curriculum for the new program has been designed to meet the course objectives. The quality standard of the curriculum is high keeping in mind the high standards demanded by the business units and hence provides higher job potential.
2. Syllabus content has been decided duly considering its utility value for business.
3. The emphasis is on the quality of the syllabus content and not on exhaustive coverage of the provisions.
4. Though the program title may indicate the generic name of the Indirect taxation law, the syllabus includes essential relevant topics which are practically used in business firms.
5. Teaching methods for the program will be combination of conceptual lectures, presentations, case study analysis and Practical which is intended to augment the application capability of the students.
6. The quality of examinations would match with University standards and prescribes a higher minimum score for pass; to call for more directed efforts on the part of the students.

ANNEXURE A: COURSE STRUCTURE AND SYLLABUS

Program: Goods and Service Tax

1. Concept of Indirect Taxes at a glance : Background; Constitutional powers of taxation; Indirect taxes in India – An overview; Pre-GST tax structure and deficiencies; Administration of Indirect Taxation in India; Existing tax structure – 6 credit.
2. Basics of Goods and Services Tax 'GST': Basics concept and overview of GST; Constitutional Framework of GST; GST Model – CGST / IGST / SGST / UTGST; Taxable Event – 4 credit.
3. Concept of supply including composite and mixed supply; inter state supply and intra state supply; Levy and collection of CGST and IGST – 6 credit.
4. Composition scheme – 4 credit.
5. Exemptions under GST – 5 credit.
6. Place of Supply – 9 credit.
7. Time and value of supply – 8 credit.
8. Input Tax credit – 8 credit.
9. Computation of GST Liability – 6 credit.
10. Procedural Compliance under GST: Registration; Tax Invoice, Debit & Credit Note, Account and Record, Electronic way Bill; Payment of Tax, Refund Procedures – 25 credit.
11. Provisions related to Job work – 2 credit.
12. Provisions related to electronic commerce – 2 credit.
13. Input Service Distributor – 2 credit.
14. Administration of GST: Assessment and audit – 6 credit.
15. Inspection, search, seizure and arrest – 6 credit.
16. Demands and Recovery – 6 credit.

17. Liability to pay in certain cases – 4 credit.
18. Offences and Penalties – 4 credit.
19. Appeals and Revision – 4 credit.
20. Advance Ruling – 2 credit.
21. Miscellaneous Provisions – 4 credit.
22. Transitional Provisions – 2 credit.
23. Basic overview on Integrated Goods and Service Tax (IGST), Union Territory Goods and Service tax (UTGST), and GST Compensation to States Act – 6 credit.
24. GST Portal: Introduction; GST ecosystem; GST suvidha provider – 2 credit.
25. Returns – 3 credit.
26. Accounting entries – 2 credit.
27. GST in Tally – 10 credit.
28. Case Laws – 2 credit.

Note: If any new legislation(s) is enacted in place of an existing legislation(s), the syllabus will accordingly include the corresponding legislation(s) in place of existing legislation(s). Students will not be examined with reference to any particular State GST laws.

ANNEXURE B: MONTH WISE SYLLABUS PLAN

MONTH 1:

1. Concept of Indirect Taxes at a glance : Background; Constitutional powers of taxation; Indirect taxes in India – An overview; Pre-GST tax structure and deficiencies; Administration of Indirect Taxation in India; Existing tax structure – 6 credit hours.
2. Basics of Goods and Services Tax 'GST': Basics concept and overview of GST; Constitutional Framework of GST; GST Model – CGST / IGST / SGST / UTGST; Taxable Event – 4 credit hours.
3. Concept of supply including composite and mixed supply; inter state supply and intra state supply; Levy and collection of CGST and IGST – 6 credit hours.
4. Composition scheme – 4 credit hours.
5. Exemptions under GST – 5 credit hours.

MONTH 2:

6. Place of Supply – 9 credit hours.
7. Time and value of supply – 8 credit hours.
8. Input Tax credit – 8 credit hours.

MONTH 3:

9. Procedural Compliance under GST: Registration; Tax Invoice, Debit & Credit Note, Account and Record, Electronic way Bill; Payment of Tax, Refund Procedures – 25 credit hours.

MONTH 4:

10. Computation of GST Liability – 6 credit hours.
11. Provisions related to Job Work – 2 credit hours.
12. Provisions related to electronic commerce – 2 credit hours.
13. Input Service Distributor – 2 credit hours.

14. Administration of GST: Assessment and audit – 6 credit hours.
15. Inspection, search, seizure and arrest – 6 credit hours.

MONTH 5:

16. Demands and Recovery – 6 credit hours.
17. Liability to pay in certain cases – 4 credit hours.
18. Offences and Penalties – 4 credit hours.
19. Appeals and Revision – 4 credit hours.
20. Advance Ruling – 2 credit hours.
21. Miscellaneous Provisions – 4 credit hours.
22. Transitional Provisions – 2 credit hours.

MONTH 6:

23. Basic overview on Integrated Goods and Service Tax (IGST), Union Territory Goods and Service tax (UTGST), and GST Compensation to States Act – 6 credit hours.
24. GST Portal: Introduction; GST ecosystem; GST suvidha provider – 2 credit hours.
25. Returns – 3 credit hours.
26. Accounting entries – 2 credit hours.
27. GST in Tally – 10 credit hours.
28. Case Laws – 2 credit hours.



Month	Total Credit Hours
First Month	25
Second Month	25
Third Month	25
Fourth Month	24
Fifth Month	26
Sixth Month	25
Credit Hours	150



ANNEXURE C: SCHEME OF EVALUATION

The total marks for evaluation will be 300. There shall be a monthly exam(s) for 40 marks per month for first 5 months. A final exam will be conducted at the end of 6 months for 100 marks.

A student should be awarded pass if he secures 40% at each monthly exam and 50% at the final exam.

Medium of examination will be English.

Exam type will be of internal assessment conducted by the Department of Management.

Month	Total Marks	Pass Marks
First Month	40	16
Second Month	40	16
Third Month	40	16
Fourth Month	40	16
Fifth Month	40	16
Sixth Month	100	50



A student has to obtain minimum marks as stipulated above to be eligible for obtaining Certificate in DIPLOMA IN GOODS & SERVICE TAX.

Upon passing the examination, a Certificate will be awarded by VINOBA BHAVE UNIVERSITY.

ANNEXURE D: RECOMMENDED BOOKS AND WEBSITES

1. Taxmann's GST Ready reckoner
2. Bharat GST Ready reckoner
3. Taxmann's GST manual
4. Bharat GST Goods and Services Tax Manual
5. Bharat Goods & Services Tax Law, Practice & Procedures
6. <https://www.gst.gov.in/>
7. <https://cbec-gst.gov.in/>

The above is a short list of books that are most likely to be used in this course. Instructors may assign one of these and/or include other texts.





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