



POST GRADUATE DIPLOMA IN



GOODS & SERVICES TAXATION

PROSPECTUS - 2018

gift

**GULATI INSTITUTE OF
FINANCE AND TAXATION**

(An autonomous institution formed by Government of Kerala)

THIRUVANANTHAPURAM - 695 017

Phone : 0471-2596960, 2596970, 2596980, 2590880

Fax : 0471-2591490

e-mail: giftkerala@gmail.com

Website: www.gift.res.in

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GULATI INSTITUTE OF FINANCE AND TAXATION

1.1 Profile

Gulati Institute of Finance and Taxation (GIFT), formerly Centre for Taxation studies (CTS), was formed in 1992 as an autonomous institution of Government of Kerala. GIFT is engaged in research, courses, training, consultancy and publications in the areas of Public Finance, Law, Taxation, Accounting and Management.

During 2009, with financial support from Government of India, Government of Kerala upgraded and renamed CTS as Gulati Institute of Finance and Taxation (GIFT). It is named after Professor I.S. Gulati, eminent economist who was closely associated with public policy formulation of Government of Kerala in various capacities, notably as Vice-chairman, State Planning Board.

The Governing Body and Executive Committee of GIFT consist of senior IAS officials from State and Central Government, prominent economists, legal and management experts. The Institute conducts theoretical and policy-oriented studies which are brought out in the form of working papers, monographs and research reports. It also provides training and consultancy services to Government Departments & Corporate bodies. From 1992 it has been publishing a monthly law journal - Kerala Tax Reporter (KTR) - specializing in indirect taxation

Since 1993, CTS has been conducting a correspondence course - Post Graduate Diploma in Taxation (PGDT) to enable students to enrol as Sales Tax/Value Added Tax Practitioners in Kerala. In 2004, Diploma in Sales Taxation (DST) was also launched to equip small traders & entrepreneurs and accountants with practical knowledge in the areas of Sales Tax/VAT & Accounting.

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PGD-GST

POST GRADUATE DIPLOMA IN GOODS AND SERVICES TAXATION

2.1 Introduction



Finance and Taxation are the two areas that offer immense career opportunities both in public and private sector. The career prospects are mainly in the areas of legal, accounting, management and Government finance especially in the context of introduction of Goods and Services Tax (GST) in India. Taking this in view, GIFT is launching Post Graduate Diploma in Goods and Services Taxation (PGD-GST) in 2018. This course aims to address the continuing need of trade and industry for qualified and skilled GST professionals like tax practitioners, accountants, and legal consultants. Unlike conventional academic courses offered by Universities, PGD-GST will focus on imparting practical skills through training sessions on all aspects of GST laws, procedures & accounts. This course enables the participants to acquire professional skills in GST which have high demand in trade and industry.

2.2 Course Vision

GST was introduced by Government of India on 1 July 2017 as a 'Good & Simple Tax'. In consonance with this, GIFT envisages this course as 'Good for Nation, Simple for Taxpayer'

2.3 Duration



PGD-GST Course is of one year duration and will be imparted through training programme of 120 hours (*for details refer 2.4*) covering theoretical and practical aspects of GST. This course consists of five papers (*for syllabus refer 4.0*) and the medium of instruction and examination will be English.

2.4 120 Hours Training Programme



The PGD-GST is imparted to students through study materials and training sessions of 120 hours (20 full days programme of 6 hours each). The training will consist of theoretical and practical sessions to equip the students to understand and comply with various provisions in the Acts, Rules and Forms, and computer-based accounting. A minimum attendance of 80 per cent is mandatory to complete the

training programme. The 20 days training session will be conducted through weekly one day programmes in different centres. The training centres are at Thiruvananthapuram, Ernakulam and Kozhikode. However, training will be conducted in more centres in Kerala or other States in India based on the availability of minimum 75 (within Kerala) or 150 (other states) students in a particular district. The training sessions are proposed to be conducted during holidays to accommodate employees and students pursuing other courses. **Training Certificate will be issued to students on completion of 120 hours training programme.**

2.5 Minimum Qualification



Graduate – General (B.Com, BBA, BSc, BA or equivalent) **OR**
 Graduate - Law (LLB, BL or equivalent) **OR**
 CA/CMA/CS **OR**
 Post- Graduate – (M.Com, MBA, MSc, MA or equivalent) **OR**
 Post Graduate Diploma in Taxation (PGDT) of GIFT

There is no age limit for joining this course. Students pursuing final year degree or expecting their results for degree examination can also join PGD-GST. Such students will be admitted to write the examination only after submitting their degree certificate.

2.6 Course Fee



<i>(If paid in lump sum)</i>		Rs.
Fee <i>(To be paid at the time of submitting the application form)</i>		17,000
Add 9% CGST & 9% SGST		3,060
TOTAL		20,060
<i>(If paid in two installments)</i>		Rs.
Fee I installment <i>(To be paid at the time of submitting the application form)</i>		13,600
Add 9% CGST & 9% SGST		2,448
TOTAL		16,048
Fee II Installment <i>(To be paid six months after registration)</i>		4,000
Add 9% CGST & 9% SGST		720
TOTAL		4,720

2.7 Submission of Application form

Students with required minimum qualification should submit their application and remit the required fees ONLINE only.

For online application form follow PGD-GST link in GIFT website, www.gift.res.in

2.8 Payment of Fee



All fees should be paid through NEFT, RTGS, Debit/ Credit Cards or NET Banking only. **No fees will be collected in cash or by cheque or demand draft.**

2.9 Refund of Fee

Fees once paid will not be refunded. However, if the application is rejected by the Institute, the fees remitted will be refunded after deduction of administrative charges as decided by the Institute.

2.10 Communication to Students



All communications to the students such as admission, dates & centres of training programmes and examinations will be communicated through their registered mobile number and email. All such information will be available in GIFT website also. As far as possible, communication through post will not be resorted to.

2.11 Registration validity

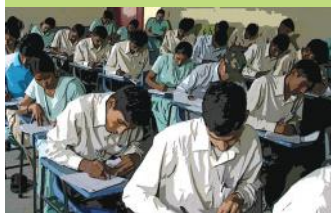
Registration is valid for three academic years from the date of joining the course within which period the candidate should complete the course. Original Certificate(s) for eligibility should be produced for verification as and when called for.

DO NOT SEND ORIGINAL CERTIFICATES TO GIFT

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EXAMINATION

3.1 Examination



The PGD-GST examination will be conducted during December/January every year. The examination centres are at Thiruvananthapuram, Ernakulam and Kozhikode. However examination will be conducted in more centres in Kerala or other States in India based on the availability of minimum 100 (within Kerala) or 150 (for other States) students in one particular location/district. In addition to regular examination, supplementary examination will also be held during April/May for failed candidates.

3.2 Eligibility



Students pursuing the PGD-GST course are eligible to appear for the examination once they have obtained the Training Certificate. For obtaining the Training Certificate, the students have to complete their training programmes by fulfilling minimum attendance requirements (for details refer 2.4) and submit the assignments prescribed in the course material. Only those who have obtained Training Certificates are eligible to apply & appear for the examination.

3.3 Application

Application for examination must be made in the prescribed form along with the examination fee. The application, complete in every respect, should be submitted online. The details of the examination will be published in GIFT website and will be informed to students through their registered email and mobile number.

3.4 Fee

The examination fee is Rs. 750 plus 18% GST irrespective of the number of papers the candidate wishes to appear for. The details regarding online application forms, payment procedures etc. will be informed to the students through our web site, and by SMS and email.

3.5 Qualifying Marks

A candidate shall be declared to have passed the PGD-GST examination only if she/he obtains 50% marks in each paper.

3.6 Results

Examination results will be published in GIFT website, Kerala Tax Reporter [KTR] and major newspapers.

3.7 Revaluation

Revaluation of the examination papers is allowed. Application for Revaluation of answer sheets along with the required fees of Rs.100 per paper plus 18% GST should be submitted online. The details regarding online application forms for revaluation, payment procedures etc. will be available in our website.

3.8 Issue of Certificates



Successful candidates will be awarded Post Graduate Diploma in Goods and Services Taxation (PGD-GST) by GIFT. The certificate will be despatched to the students by Registered Post.

4 SYLLABUS

Paper No.	Paper (Subject)	Examination Duration (Hours)	Total Marks
I	Goods and Services Tax : Law & Practice – I (Sections 1 to 21)	3	100
II	Goods and Services Tax : Law & Practice – II (Sections 22 to 174)	3	100
III	Integrated Goods and Services Tax : Law & Practice	3	100
IV	Accounting & Management for GST	3	100
V	Economics of Taxation & General Laws of Taxation	3	100

PAPER I

GOODS AND SERVICES TAX: LAW & PRACTICE - I

1. Central Goods and Services Tax, [CGST]
State Goods and Services Tax [SGST] – Brief History
2. Constitutional Provisions
3. CGST & SGST – Definitions
4. Concept & Definition of Supply
5. Levy and Collection of Tax
6. Reverse Charge
7. Compounding Scheme
8. Exemption
9. Time of Supply
10. Value of Taxable Supply
11. Input Tax Credit
12. Schedules I, II & III

PAPER II

GOODS AND SERVICES TAX - LAW & PRACTICE - II

1. Registration
2. Tax Invoice
3. Credit and Debit Notes
4. Accounts and Records
5. Filing of Returns
6. Payment of Tax

7. Tax Deduction at Source
8. Tax Collection at Source
9. Refund Mechanism
10. Assessment
11. Audit
12. Anti-Evasion Measures
13. Demands and Recovery
14. Advance Ruling
15. Appeals and Revisions
16. Offences and Penalties
17. Transitional & Miscellaneous Provisions

PAPER III

INTEGRATED GOODS AND SERVICES TAX - LAW & PRACTICE

1. Integrated Goods and Services Tax (IGST) :
Background and constitutional provisions
2. Definitions
3. Levy and collection of tax
4. Power to grant exemption
5. Determination of nature of supply
6. Place of supply of goods
7. Place of supply of services, where location of supplier and recipient is in India
8. Place of supply of services, where location of supplier or location of recipient is outside India
9. Special provision for payment of tax by supplier of online information and Data base access or retrieval services
10. Zero rated Supply and Refund of IGST to International Tourists
11. Apportionment of tax and settlement of funds & wrongful collection and payment of tax
12. Application of provisions of CGST Act & Miscellaneous provisions

PAPER IV

ACCOUNTING AND MANAGEMENT FOR GST

PART –A- ACCOUNTING AND MANAGEMENT

1. Accounting - Business Transactions - Invoice & Vouchers - Double Entry Principle -Debit & Credit - Journal - Ledger -Bank Reconciliation Statement - Accounting Errors & Rectifications - Trial Balance
2. Final Accounts - Manufacturing Account - Trading Account - Profit & Loss Account -Profit & Loss Appropriation Account - Balance Sheet - Capital & Revenue -Accounts of Non-trading concerns - Consignment Account

3. Computerised Accounting - Master Data creation - Statutory Compliance - Report generation - Management Information System (MIS)(Familiarising select GSTN-friendly softwares)
4. Management – Definitions – Function of Management –Decision Making - Leadership - Communication -Office Management - Role of Tax Practitioners.

PART -B- STATUTORY FORMS

5. Statutory Forms – Registration – Composition – Input Tax Credit – Tax Invoice – Credit & Debit Notes – Accounts – Returns – Payment of Tax – Refund – Assessment & Audit – Advance Ruling – Appeals & Revisions – Transitional provisions – E.way Bill – Inspection, Search & Seizure – Demand & Recovery – Offences and penalties

PAPER V

ECONOMICS OF TAXATION AND GENERAL LAWS OF TAXATION

PART- A ECONOMICS OF TAXATION

1. Principles of Taxation
2. Tax Structure - Kinds of Taxes
3. Central and State Tax Structure
4. Theory of Tax Incidence/ Shifting
5. GST Rates and use of HSN Code/SAC
6. Union and State Budgets
7. Public Expenditure & Debt
8. Centre-State Financial Relations & Finance Commissions

PART-B GENERAL LAWS OF TAXATION

1. Constitutional Provisions
2. Interpretation of Statutes
3. General Clauses Act
4. Law Relating to Sale of Goods
5. Law of Contracts
6. Contract of Agency
7. The Constitution 101st Amendment Act, 2016
8. Goods and Services Tax (Compensation to States) Act 2017
9. The Taxation Law (Amendment) Act 2017

5 CORE FACULTY

Dr.D.Narayana PhD.
Director, GIFT

Shri. P.S. Kiranlal LL.M.
Registrar

LAW Dr. K. Gopakumar LL.M., PhD.
 Sri. M.L. Paul M.Com., LL.M.
 Smt. Jenny Thekkekara LL.M.

ACCOUNTING & MANAGEMENT

Dr. C.S. Venkiteswaran M.Com., PhD
Dr. Thomas Joseph Thoomkuzhy M.Com., LL.B., PhD.
Dr. N. Ramalingam M.Com., LL.B., PhD.

PUBLIC FINANCE

Smt. L. Anitha Kumary M.A., B.Ed., M.Phil.
Smt. Shyama Balachandran M.A., M.Phil.

6 CONTACT

The Co-ordinator [PGD-GST]
Gulati Institute of Finance and Taxation [GIFT]
GIFT Campus, Chavadimukku, Sreekariyam P.O.
Thiruvananthapuram -695 017, Kerala, India
Phone: 91 471 2593960, 2596970, 2596980, 2590880
e.mail: giftkerala@gmail.com
www.gift.res.in



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