

**SYLLABUS & PROGRAMME STRUCTURE**

**Diploma in  
Goods and Service Tax**

**( Effective from the Academic Session 2020-2021 )**

**First – Second Semester**

**MAHARAJA BIR BIKRAM UNIVERSITY  
AGARTALA, TRIPURA: 799004**

## PROGRAMME STRUCTURE

## Structure of Proposed Syllabus for Diploma in Goods and Service Tax

<b>First Semester</b>						
<b>Code</b>	<b>Subject</b>	<b>Credit</b>	<b>Internal Evaluation Marks</b>	<b>Semester End Examination Marks</b>	<b>Total Marks</b>	<b>*No. of Lectures</b>
101DGST	Financial Accountancy	6	20	80	100	60
102DGST	Direct Tax	6	20	80	100	60
103DGST	Goods and Service Tax -1	6	20	80	100	60
<b>Total</b>		<b>18</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>180</b>

<b>Second Semester</b>						
<b>Code</b>	<b>Subject</b>	<b>Credit</b>	<b>Internal Evaluation Marks</b>	<b>Semester End Examination Marks</b>	<b>Total Marks</b>	<b>*No. of Lectures</b>
201DGS T	Goods and Service Tax -2	6	20	80	100	60
202DGS T	E-Filing and Return Submission(Practical )	6	20	80	100	60
203DGS T	Computer Application in Business(Practical)	6	20	80	100	60
<b>Total</b>		<b>18</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>180</b>

**Other Relevant Information:**

1. **Semester and Credits:** The syllabus comprises of 2 Semesters of 6 months duration of each semester. 36 Credits are allotted among the 2 Semesters.

2. **Number of Lectures/Classes:** Lecture/Class means teaching-learning process of 60 minutes. The number of lectures includes the viva-voce of assignment submitted by the students pertaining to internal assessment.
3. **Practical Component:** 202DGST ( E-Filing and Return Submission) and 203DGST (Computer Application in Business) are Practical Based subject. Out of 100 marks 80 marks relates to Semester End Practical Examination and 20 marks relates to Assignment.
4. **Evaluation Procedure:**
  - (i) **Internal Assessment:** Internal Evaluation Marks is 20 per subject. The students will be asked to submit assignment(s) in own hand writing based on the questions/problems/case studies given by the respective faculty member/ Department at the beginning of each Semester (preferably within 2 months from the commencement date of the Semester). The submitted assignments will be evaluated by the respective faculty / Department. The maximum marks allotted for this evaluation is 10 marks. Based on the submitted assignments by the students Viva-Voce will also be conducted by the concerned faculty member/ Department. 10 marks are kept for the performances of the students during the viva-voce based on the submitted assignments.
  - (ii) **Semester End Examination:** The Semester Examination including Practical will be held at the end of the Semester. Semester End Examination Marks is 80 per subject.
5. **Question Structure:**

Short Type Questions (10 Questions of 2 Marks each)	= 20 Marks
Long Type Questions (4 Questions of (10+5) 15 Marks each)	= 60 Marks
<b>Total = 80 Marks</b>	

  - a) 10 questions of 2 mark each covering the entire syllabus.
  - b) 2 alternate questions of 15 marks comprising of 10 marks + 5 marks from each unit. Students will choose and answer 1 question from each Unit, thus total 4 questions from 4 Units out of Total 8 questions (2 from each Unit).

## **Diploma in Goods and Service Tax**

### *Syllabus* *First Semester*

#### **Paper 101DGST: Financial Accountancy**

**Objectives:** The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

##### **Unit - I**

Theoretical Framework: i. Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting information, Functions, advantages and limitations of accounting, Accounting Cycle, Bases of accounting: cash basis and accrual basis. ii. The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures, Indian Generally Accepted Accounting Principles (GAAP). iii. Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Indian Accounting Standards (Indian AS 1): Disclosure of Accounting Policies.

##### **Unit - II**

(a) Revenue, Expenses and Depreciation: i. Recognition of revenue and expenses. ii. Depreciation: Definition, nature, accounting concept, factors relating to the measurement of Depreciation. Methods of computing depreciation: straight line method and diminishing balance method.

(b) Preparation of Final Accounts (Profit Seeking and Non-Profit Seeking): Capital and revenue expenditures and receipts: general introduction only. Preparation of Financial Statements of both profit seeking (Proprietorship only) and non-profit seeking organisation.

### **Unit - III**

- (a) Accounting for Negotiable Instruments: Promissory note and bill of exchange: Issue, acceptance, endorsement, dishonour, insolvency and re-issue (except accommodation bill).
- (b) Accounting for the Partnership Firms: Preparation of final accounts of Partnership firm: Profit & Loss Account, Profit & Loss Appropriation Account, Partners Capital Account and Balance Sheet.
- (c) Accounting for Consignment: Accounting for Consignment: Consignor and Consignee.

### **Unit - IV**

- (a) Accounting for Joint Venture: Accounting for Joint Venture: where separate set of books maintained, where separate set of books not maintained and memorandum joint venture account.
- (b) Accounting for Inland Branches: Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system. Independent branches: concept, accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

### **Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, 13th Ed. 2013.
2. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, Pearson Education.
3. J.R. Monga, Financial Accounting: Concepts and Applications. Mayur Paper Backs, New Delhi.
4. M.C. Shukla, T.S. Grewal and S.C. Gupta. Advanced Accounts. Vol.-I. S. Chand & Co., New Delhi.
5. S.N. Maheshwari and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
6. Deepak Sehgal. Financial Accounting. Vikas Publishing H House, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International Book House
8. Goldwin, Alderman and Sanyal, Financial Accounting, Cengage Learning.
9. Tulsian, P.C. Financial Accounting, Pearson Education. 10. Hanif & Mukherjee, Financial Accounting, Tata McGraw-Hill Publishing Co., New Delhi

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## **Paper 102 DGST: Direct Tax**

**Objective:** To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules.

### **Unit- I**

Introduction Basic concepts: Income, Agricultural Income, Person, Assessee, Assessment Year, Previous Year, Gross Total Income, Total Income, Maximum Marginal Rate of Tax; Permanent Account Number (PAN), Temporary Index Number (TIN) Residential status; Scope of total income on the basis of residential status Exempted income under section 10.

### **Unit- II**

Computation of Income under Income from Salaries; Gratuity, Perquisite, Pension, profit in lieu of salary income; provisions, exemption limit; deduction and basic deductions etc.

Income from House Property: Meaning, Basic provisions, Deductions, exemptions. Computations of Income from House Property.

### **Unit- III**

Computation of Income under Profits and gains of Business or Profession: Meaning of Income from business and professions; provisions for scientific research in business; exemptions; deductions etc.

Capital Gains: Meaning of Short-term capital asset & Long-term capital assets. Computation of Short-term capital gain & Long-term capital gain. Provisions; Deductions etc.

### **Unit- IV**

Income from Other Sources; Wealth Tax; Definition of wealth tax, Provisions, Deductions etc.

Set-off and carry forward of losses;

Deduction 80G to 80U; Deductions from gross total income; Rebates and reliefs; Computation of Tax liability of an individual and a firm;

Computation of Total Income and Tax Liability Income of other persons included in Assessee's Total Income;

Assessment & Return: Types of Assessment and Return; Provision & Procedures of Compulsory filing of returns for specified assesses.

Filing of returns of Income & tax deducted at source (TDS);

**Suggested readings:**

1. Singhanian, Vinod K. and Monica Singhanian, Students' Guide to Income Tax, University Edition, Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta, Systematic Approach to Income Tax, Bharat Law House, Delhi.
3. Roy, S.K., Income Tax Law & Practice, Rabindra Library, Kolkata.
4. Chakraborty, D.K., Income Tax Law & Practice, Rabindra Library, Kolkata.
5. Chakraborty, A.K., Direct Tax Law & Practice, Central Publishing House, Kolkata.

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## **Paper 103DGST: Goods and Service Tax -I**

Course Objective: To impart knowledge of principles and provisions of GST and Customs Law, the important legislation dealing with indirect tax system in India; and to enable the students to apply the same practically.

### **Unit – I**

Introduction History of Indian Indirect tax system, Features of Indirect Taxes; Concept of VAT: meaning, variants and methods; Goods and Service Tax: Genesis of GST in India, Concepts and general principles of GST; Need for GST in India;

### **Unit – II**

Introduction Constitutional framework of indirect taxes before GST (taxation powers of Union & State Government Major defects in the structure of indirect taxes prior to GST;

Rationale for GST; Structure of GST ( SGST, CGST, UTGST & IGST); GST Council; GST Network; State compensation mechanism. Charge of goods and service tax and taxable goods and services;

### **Unit – III**

Levy and collection of GST Taxable event- “Supply” of goods and services; Place of supply: intra-state, inter-state, import and export; Time of supply; Valuation for GST- valuation rules; Taxation of reimbursement of expenses; Exemption from GST: Small supplies and Composition scheme; Classification of goods and services: Composite and Mixed supplies.

### **Unit – IV**

Customs Law Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions.

#### **Suggested Readings:**

1. Singhania Vinod K. and Monica Singhania, Students’ Guide to Indirect Taxes, Taxmann Publications Pvt. Ltd., Delhi.
2. Datey, V.S., Indirect Tax Law and practice, Taxmann Publications Pvt. Ltd., Delh.
3. Kumar, Sanjeev, Systematic Approach to Indirect Taxes.
4. Gupta, S. S. Service Tax -How to meet your obligation, Taxmann Publications Pvt. Ltd., Delhi.
5. 5. Ahuja, Grish and Ravi Gupta, Indirect Taxes, Flair Publication Pvt. Ltd

#### **References:**

1. Ahuja, Girish, Gupta Ravi, GST & Customs Law.
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.
3. Bansal, K. M., GST & Customs Law, Taxmann Publication.
4. Gupta, S.S., GST- How to meet your obligations (April 2017), Taxmann Publications.
5. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017.
6. Sahi, Shilpi. Concept Building Approach to Goods & Service Tax, & Customs Laws. Cengage.
7. Singhania V. K, GST & Customs Lax, Taxmann Publication.
8. Sisodia Pushendra, GST Law, Bharat Law House.

#### **Additional Resources:**



1. The Central Goods and Services Tax, 2017
2. The Constitution (One hundred and First Amendment) Act, 2016
3. The Goods and Services Tax (Compensation to States), 2017
4. The Integrated Goods and Services Tax, 2017
5. The Union Territory Goods and Services Tax, 2017
6. Vastu and Sevakar Vidhan, by Government of India

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## ***Second Semester***

### **Paper 201DGST: Goods and Service Tax -II**

Course Objective: To impart knowledge of principles and provisions of GST and Customs Law, the important legislation dealing with indirect tax system in India; and to enable the students to apply the same practically.

#### **Unit-I**

REGISTRATION- Procedure for Registration; Procedures and Special Provisions under GST Registration; Persons Liable for Registration under GST; Compulsory Registration, Amendment of Registration; Cancellation of Registration;

#### **Unit-II**

INPUT TAX CREDIT - Input Tax Credit- Eligible and ineligible input tax credit; Apportionments of credit and blocked credits; Tax credit in respect of capital goods; Recovery of excess tax credit; Availability of tax credit in special circumstances; Transfer of input credit (Input Service Distribution); Payment of taxes; Refund; Doctrine of unjust enrichment; TDS; TCS; Reverse Charge Mechanism; Job work.

#### **Unit – III**

INVOICE UNDER GST:-Tax Invoice; Credit and Debit Notes; E-Way Bill.

RETRUN UNDER GST:- Types of Return, Details of Outward Supplies, Monthly Returns, Quarterly Returns; Assessment: Self-assessment; Summary and scrutiny; Taxability of e-Commerce; Anti-profiteering; Avoidance of dual control; e-way bills; Zero-rated supply; Offences and penalties; Appeals. Returns; Audit in GST;

#### **Unit-IV**

PAYMENT OF TAX: - Computation calculation of purchase and sales turnover; tax liability; Electronic Cash Register, Electronic Credit Ledger, Electronic Liability Register Information Technology and Tax administration TAN (Tax Deduction and Collection Account Number), TIN (Tax Information Network), e-Tax Deducted at Source/e-Tax Collected from

**Suggested Readings:**

- (1) Bloomsbury: Goods & Services Tax Laws, Concepts & Input Analysis.
- (2) Taxmann:- GST Manual
- (3) GST Newsletter & GST Educational Series.
- (4) Bangar's Beginner's Guide to GST- Yongendra Bangar & Vandana Bangar (Aadhya Publications)
- (5) Gupta, S. S. Service Tax -How to meet your obligation, Taxmann Publications Pvt. Ltd., Delhi.
- (6) Ahuja, Grish and Ravi Gupta, Indirect Taxes, Flair Publication Pvt. Ltd

**References:**

9. Ahuja, Girish, Gupta Ravi, GST & Customs Law.
10. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.
11. Bansal, K. M., GST & Customs Law, Taxmann Publication.
12. Gupta, S.S., GST- How to meet your obligations (April 2017), Taxmann Publications.
13. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017.
14. Sahi, Shilpi. Concept Building Approach to Goods & Service Tax, & Customs Laws. Cengage.
15. Singhanian V. K, GST & Customs Lax, Taxmann Publication.
16. Sisodia Pushpendra, GST Law, Bharat Law House.

**Additional Resources:**

7. The Central Goods and Services Tax, 2017
8. The Constitution (One hundred and First Amendment) Act, 2016
9. The Goods and Services Tax (Compensation to States), 2017
10. The Integrated Goods and Services Tax, 2017
11. The Union Territory Goods and Services Tax, 2017
12. Vastu and Sevakar Vidhan, by Government of India

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**Paper 202DGST: E-Filing and Return Submission (Practical)**

**Course Objective:** To equip students with the practical skills required for filing of returns under Income Tax and GST laws. Course Learning Outcomes After completing the course, the student shall be able to:

- (1) Know the difference between e-filing and regular filing of Income tax returns and understand the circumstances when e-filing is mandatory.

- (2) Understand the basic process of computing taxable income and tax liability, and know about various types of income tax return forms.
- (3) Understand the concept of advance payment of tax and tax deduction at source and develop the ability of e-filing of TDS returns.
- (4) Become aware of the basic framework and structure of GST, including the meaning of input tax credit and the process of its utilization.
- (5) Know about various types of GST returns and their filing. Course content

### **Unit-I**

Application and practice of MS Word, MS Excel etc.

Conceptual Framework: e-filing Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

### **Unit-II**

Income tax and e-filing of ITRs: Introduction to income tax – basic terminology; types of assessee; income taxable under different heads; basics of computation of total income and tax liability; deductions available from gross total income; PAN card; due date of filing of income tax return. Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6. Introduction to Income Tax Portal; preparation of electronic return (practical workshops)

### **Unit-III**

Conceptual framework of GST: Introduction to basic concepts of GST: Output tax liability of CGST, SGST, UTGST, IGST, State compensation cess; GST Network; input tax credit utilization; small supplies and composition scheme; schedule for payment of GST; interest/penalty for late/ non-filing of return; payment of GST by electronic ledger – electronic liability register, electronic credit ledger, electronic cash ledger.

Filing of GST returns GST returns: GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B

### **Unit-IV**

TDS and e-Filing of TDS returns: Introduction to the concept of TDS; provisions in brief relating to advance payment of tax; schedule for deposit of TDS; schedule for submission of

TDS returns; prescribed forms for filing of TDS returns; exemption from TDS – Form 13, 15G, 15H; Practical workshop on e-filing of TDS returns

**Suggested Readings:**

- (1) Ahuja, Girish, Gupta Ravi, GST & Customs Law.
- (2) Ahuja. Girish and Gupta. Ravi. Systematic Approach to Income Tax. Bharat Law House, Delhi.
- (3) Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.
- (4) Bansal, K. M., GST & Customs Law, Taxmann Publication.
- (5) Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017
- (6) Singhania V. K, GST & Customs Lax, Taxmann Publication.
- (7) Singhania, Vinod K. and Singhania Monica. Students' guide to Income Tax. University Edition. Taxmann Publications Pvt Ltd. New Delhi.
- (8) Sisodia Pushendra, GST Law, Bharat Law House.

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## **Paper 203DGST: Computer Application in Business (Practical)**

**Course Objective:** To provide computer knowledge to diploma students and equip them with computational skills using ICT tools. Course Learning Outcomes After completing the course, the student shall be able to:

- (1) Understand the various concepts and terminologies used in computer networks and internet and be aware of the recent developments in the fast changing digital business world.
- (2) Handle document creation for communication.
- (3) acquire skills to create and make good presentations
- (4) Make various computations in the area of accounting and finance and represent the business data using suitable charts. S/He should be able to manipulate and analyze the business data for better understanding of the business environment and decision making
- (5) Understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software.

### **Unit-I**

Introduction to Computer-Characteristics of Computers, The Computer System, Parts of Computers); Computer H/W Setup, Configuration, Networking, Mobile H/W Device and types, wireless Networking; Operating System- Introduction to Operating Systems, An overview of various Computer & Mobile OS & Application (UN IX / Linux, DOS, Windows, Android, windows mobile, iOS Like), Features of latest Windows Operating Systems & its Management & Networking (Installation, backup, security, User control), Usage of payment gateways.

Word: Working with word document, Inserting, filling and formatting a table, Mail Merge including linking with Access Database, Creating Macros -Sending E-mail from Word Import / Export of files Converting Word Document to Web Document, PDF files Hyperlinks; OLE Security features in MS-Word - Protection of Documents - Password for Documents - Checking for viruses in macros, referencing, creating bibliography, manage sources and citations, review documents.

### **Unit-II**

Excel: Creating a work book, Rearranging Worksheet, Organizing Charts and graphs, Ranges and Functions & Formulae: Mathematical, Statistical Financial Functions such as NPV (Net present value), Future value, IRR (Internal Rate of Return), EMI (Equated Monthly Instalments, Compounding Yearly, periodic and monthly) - Auto Calculate Using Names in a Formula, Formula Editing, Macros, Consolidation of Data & Data Analysis - Sorting List, Filter & More Filtering Techniques - Consolidate data in multiple worksheets - What-if analysis, Goal Seek Scenario Manager, Solver, Lookup Function - Sub Totals, Nested-IF, Statistical Analysis; Data Validation & Protection - Create a drop-down list from a range of cells - Apply data validation to cells - Copy data validation setting, remove data validation - Find cell that have data validation, protect cell data, using password to protect sheet and workbook. - Use validation to create dependent list; Pivot table Reports & Pivot Chart Reports.

PowerPoint: Preparing Presentations, Slides, Handouts, Speaker's Notes - Outlines - Media Clips - Charts – Graphs, Adding the Transitions to the Slide Show - Special effects in detail, - Setting Slide timings.

### **Unit- III**

Electronic Spreadsheet: Numerical Data Representation using formatting features for cell, Font, Column, Row, Work Sheet. Functions-Mathematical, Logical, Financial. Graphs-Line, Bar, Area, Pie etc. Linking data using Cell References. Sheet Reference. Goal Seek and Scenario.

### **Unit-IV**

Computerised Accounting: Tally Fact – Preliminary Concepts with Practical Application, Distinguish between computerized and manual accounting, steps in Tally ERP for the preparation of financial statements, essentials in company creation, open types of ledger accounts in Tally Software, recording day to day entries in Tally, creating stock units, stock groups, stock categories, stock item in Tally, working with payroll in Tally,

#### **Suggested Readings:**

1. Turban, Rainer and Potter: *Introduction to Information Technology*, Wiley: New Delhi.
2. ITLESL: *Introduction to Information Technology*, Pearson: New Delhi.
3. Sinha & Sinha, *Fundamentals of Computers*, BPB Publication: New Delhi.
4. Behl, Ramesh: *Information Technology for Management*, McGraw-Hill Publications: New Delhi.
5. Leon, A. & Leon, M.: *Fundamentals of Information Technology*. Leon, Vikas (4) Software manuals.
6. Basandra, Suresh K.: *Management Information System*, Wheeler Publication: New Delhi.

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