	Name	Start Date	End Date
Module 1	Income Tax - 50 Hours	03-05-2022	14-06-2022
Module 2	GST - 50 Hours	20-06-2022	02-08-2022
Module 3	Accounts and Tally - 40 Hours	08-08-2022	12-09-2022
Module 4	Advance Excel - 10 Hours	19-09-2022	23-09-2022
Module 5	Export & Import - 10 Hours	26-09-2022	30-09-2022
Module 6	Banking Module - 10 Hours	03-10-2022	07-10-2022

Detail Content of 50 Hours Income Tax Certificate Course

1st Batch - Weekdays Evening

Time - 7.30 PM to 9.30 PM (Monday, Tuesday, Thursday & Friday)

S.No	Date	Topic	Duration	Detailed Coverage
		Module A		
1	Tuesday, 3 May, 2022	**Introduction**	2 Hours	Basic of Tax Definition, Charging Sec of Income Tax Residential Status, Tax Incidence
		No Class on Wednesday		
2	Thursday, 5 May, 2022	**Income from House Property**	2 Hours	Income from House Property Charging Section Computation of GAV Deduction u/s 24 Special Cases of House Property
3	Friday, 6 May, 2022	**Income from Salary**	2 Hours	Income from Salary Charging Section & Deduction u/s 16 Taxability of Allowance Retirement Benefits Perquisite valuation Taxability of Amount invested in Provident & other Funds
		No Class on Saturday and Sunday		
4	Monday, 9 May, 2022	**Income from Business & Profession**	2 Hours	Meaning of Business & Profession Charging Section Allowable deductions
5	Tuesday, 10 May, 2022	**Income from Business & Profession**	2 Hours	Disallowed Deductions Depreciation under Income Tax Sec 35AD, Scientific Research Exps Sec 35D, DDA, Donations under Business Head
		No Class on Wednesday		
6	Thursday, 12 May, 2022	**Income from Business & Profession**	2 Hours	Sec 44AA Maintainence of Books Sec 44AB Tax Audit Presumptive Income Sec 44Ad, ADA, AE Procedural Provisions
7	Friday, 13 May, 2022	**Income from Capital Gains**	2 Hours	Charging Section Format discussion Capital Asset Transfer Full Value of Consideration Cost of Acqusition
		No Class on Saturday and Sunday		
8	Monday, 16 May, 2022	**Income from Capital Gains**	2 Hours	Cost of Improvement Indexation Exemption under sec 10 Exemption u/s 54 Year of Chargeability
9	Tuesday, 17 May, 2022	**Income from Capital Gains**	2 Hours	Special Cases of Capital Gains Taxability of Joint Development Agreement Tax Rates for Long Term Capital Gain Tax Rates for Short Term Capital Gain
		No Class on Wednesday		
10	Thursday, 19 May, 2022	**Income from Other Sources**	2 Hours	Income from Other Sources Charging Section Deduction Allowable Deduction Not Allowable
11	Friday, 20 May, 2022	**Misc. Topics**	2 Hours	Taxability of Dividends Taxability of Gift Taxability of Interest Taxability of Family Pension Taxability of Undisclosed Income
		No Class on Saturday and Sunday		
12	Monday, 23 May, 2022	**Clubbing Provisions** **Set Off & C/f of Losses**	2 Hours	Clubbing Provisions Current Year Losses Brought Forward Losses Special Provisions
13	Tuesday, 24 May, 2022	**Deduction under Chap - VI A**	2 Hours	Deduction under Chap - VI A Sec 80 C, CCC, CCD Sec 80 D, DD, DDA Sec 80 E, EEA, EEB
		No Class on Wednesday		
				Sec 80 G, GG, GGB, GGC Sec 80 JJAA

14	Thursday, 26 May, 2022	**Deduction under Chap - VI A**	2 Hours	Sec 80 QQB,RRB
				Sec 80 Tta, TTB
15	Friday, 27 May, 2022	**Computation of Tax Liability**	2 Hours	Computation of Tax Liability
				Rebate u/s 87A
				Surcharge
No Class on Saturday and Sunday				
16	Monday, 30 May, 2022	**ITR**	2 Hours	Return Filing Provisions
				Due Date of Return Filing
				Belated Return, Revised Return
17	Tuesday, 31 May, 2022	**TDS**	2 Hours	Advance Tax Provisions
				Interest u/s 234 B & C
				TDS & TCS Provisions
				Procedure
		Total Duration (Module A)	**34**	
Module B				
18	Thursday, 2 June, 2022	**TDS & TCS Practical Return Filing**	2 Hours	Efiling of TDS Returns - 24Q, 26Q, Form 16 and Form 16A
19	Friday, 3 June, 2022		2 Hours	Efiling of TCS Return - 27EQ and Form 27D
No Class on Saturday and Sunday				
20	Monday, 6 June, 2022	**TDS & TCS Practical Return Filing**	2 Hours	Rectification of Errors through Conso File and its Efiling
21	Tuesday, 7 June, 2022		2 Hours	Other TDS Forms like 26QB, 26QC, 26QD
22	Wednesday, 8 June, 2022	**Practical ITR Filing**	2 Hours	ITR- 1
23	Thursday, 9 June, 2022		2 Hours	ITR - 2 and ITR - 4
24	Friday, 10 June, 2022		2 Hours	ITR - 3
25	Saturday, 11 June, 2022		2 Hours	ITR 5 to ITR 7
		Total Duration (Module B)	**16**	
		Total (A+B)	**50 Hours**	
Preparation Leave				
Final Exam				
1	**Saturday, 18 June, 2022**	**Govt Exam**	1.50 Hours	Final Exam

Detail Content of 50 Hours GST Certificate Course

1st Batch - Weekdays Evening (Monday to Friday)

Time - 7 PM to 8.30 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
Module A - Basic GST - 25 Hours (Live)				
1	Monday, 20 June, 2022	GST Basics	1.5 Hours	Concept of GST like Supply, ITC
				Concept of Forward Charge and Reverse Charge with Example
				Concept of Double Taxation - Comparison pre GST era vs GST
				Quick Round of Q&A
2	Tuesday, 21 June, 2022	GST Basics	1.5 Hours	Concept of Inter State Supply and Intra State Supply with Example
				Number of GST Act with difference between State and Union Territory
				Computation of GST and Calculation of Tax Payable with Example
				Overview of GSTR 3B - Outward Supply, RCM, ITC, Block Credit etc
				Quick Round of Q&A
3	Wednesday, 22 June, 2022	Registration in GST	1.5 Hours	Practical Exposure on how to take registration
				Requirement of Registration in GST
				Calculation of Agg Turnover with Examples
				Mandatory Registration – Section 22
				Exemption from Registration – Section 23 of CGST
				State / UT wise Registration Requirement
				Quick Round of Q&A
4	Thursday, 23 June, 2022	Registration in GST	1.5 Hours	Mandatory Registration – Section 24
				Amendment and cancellation of registration
				Practical Exposure on how to take registration
				Quick Round of Q&A
5	Friday, 24 June, 2022	Composition Levy	1.50 Hour	Eligibility of Composition
				Restriction and limitation
				How to make application for composition levy
				Intimation to Department in CMP-01/CMP-02/CMP-03/CMP-04
				Quarterly and Yearly Compliance - CMP-08 and GSTR 04
				Annual Return
				Quick Round of Q&A
No Class on Saturday and Sunday				
6	Monday, 27 June, 2022	Time of Supply	1.50 Hours	Time of Supply of Goods (Section 12 of CGST Act)
				Time of Supply of Services (Section 13 of CGST Act)
				Time of Supply in case of change in Rate of Taxes (Section 14 of CGST Act)
				Quick Round of Q&A
7	Tuesday, 28 June, 2022	GST Mid Term Exam - 1st	45 Minutes	GST MCQ Question (From Day 1 to Day 6) - 35 Questions (Practical and Theory)
			45 Minutes	Discussion of Exam Paper in Class
8	Wednesday, 29 June, 2022	GST Taxable Event - Supply (Part 1)	1.5 Hours	What is the Taxable Event in Pre GST vs Post GST
				Detailed understanding of Supply (Section 7 of CGST Act)
				Discussion of following schedule –
				Schedule I – Supply without Consideration
				Quick Round of Q&A
9	Thursday, 30 June, 2022	GST Taxable Event - Supply (Part 2)	1.5 Hours	Schedule II – Supply of Goods/Services
				Schedule III – Negative list
				Composite Supply vs Mixed Supply
				Quick Round of Q&A
10	Friday, 1 July, 2022	Reverse Charge Part 1	1.5 Hours	Concept of Reverse Charge in GST
				Difference and importance of Sec 9(3) and 9(4)
				Discussion of Goods under RCM
				Discussion of Services under RCM
				Quick Round of Q&A
No Class on Saturday and Sunday				
11	Monday, 4 July, 2022	Reverse Charge Part 2	1.5 Hours	Discussion of Services under RCM
				Detail Discussion on GTA and Legal Service in details
				Practical Example on Reverse Charge
				Quick Round of Q&A
12	Tuesday, 5 July, 2022	Input tax credit – Part 1	1.50 Hours	What is the Eligibility and Condition for claiming ITC- Section 16 of CGST Act
				Requirement and reversal of ITC (rule 37)
				Concept of Claim - Reversal – Reclaim
				Clarification on Non Filing of GSTR1 on ineligibility for taking ITC
				Block ITC as per Sec 17(5)
				Quick Round of Q&A
13	Wednesday, 6 July, 2022	Input tax credit – Part 2	1.50 Hours	Provision of Section 17 for reversal of common ITC and meaning of Exempt Supply
				Reversal as per Rule 42/43 for Input, Input Service & Capital Goods
				ITC in case of special circumstances - Sec 18
				Other Provision - Payment of Tax, Interest, Block of ITC (Rule 86A)
				Quick Round of Q&A
14	Thursday, 7 July, 2022	Payment of Tax	1.50 Hours	Rules and Provision for Offset of ITC - Case Study
				Interest on late payment of Tax and Wrongful ITC
				Other Provision - Payment of Tax, Interest, Block of ITC (Rule 86A)
				ITC in case of special circumstances - Sec 18
				Practical Case Study on Interest, offset of liability

				Quick Round of Q&A
15	Friday, 8 July, 2022	GST Mid Term Exam - 2nd	45 Minutes	GST MCQ Question (From Day 8 to Last Class) - 35 Questions (Practical and Theory)
			45 Minutes	Discussion of Exam Paper in Class
No Class on Saturday and Sunday				
16	Monday, 11 July, 2022	Value of Supply – Part 1	1.50 Hours	Value of Supply as per transaction value Section 15
				Inclusion in the Transaction value Sec 15(2) of CGST Act
				When the Discount will be included / excluded from transaction value Sec 15(3) of CGST Act
				Circular 92
				Quick Round of Q&A
17	Tuesday, 12 July, 2022	Value of Supply- Part 2	1.50 Hours	Rule 32 - Margin Method
				Rule 33 – Pure Agent , Rule 34 and Rule 35
				Practical Example on Valuation
				Quick Round of Q&A
		Total Duration (Module A)	**25.5**	
Module B - Place of Supply and Import/Export, Refund - 8 Hours (Live)				
18	Wednesday, 13 July, 2022	Place of Supply – Part 1	1.50 Hours	Important Definition - Inter State / Intra State Supply
				Place of Supply of Goods – Section 10 of IGST
				Quick Round of Q&A
				Place of Supply of Goods - Import/Export,
				Place of Supply of Services when Location of Supplier and Location of recipient both are in India (Sec 12 of IGST)
				Case Study and Practical Examples
				Quick Round of Q&A
19	Thursday, 14 July, 2022	Place of Supply – Part 2	1.50 Hours	Section 13 of IGST Act → POS of Services when either the Location of Supplier or Location of recipient is out of India
				Case Study and Practical Examples
				Quick Round of Q&A
20	Friday, 15 July, 2022	Import/Export and Refund - Part 1	1.50 Hours	Import/ Export of goods vs Import of services
				Deemed Export , Merchant Export,
				Concept of Letter of Undertaking
				Application in GST Portal for LUT
				Quick Round of Q&A
No Class on Saturday and Sunday				
21	Monday, 18 July, 2022	Practical Assignment on Import / Export and Refund	1.50 Hours	Practical Example on Inverted Duty Structure
				Refund in case of Zero Rated Supply on Payment of IGST
				Refund In case of Intra State considered as Inter along with recent changes
				Time limit for refund application
				GST Portal Overview for Refund application
				Quick Round of Q&A
22	Tuesday, 19 July, 2022	GST Mid Term Exam	45 Minutes	GST MCQ Question (From Day 8 to Last Class) - 35 Questions (Practical and Theory)
			45 Minutes	Discussion of Exam Paper in Class
		Total Duration (Module B)	**7.5**	
Module C - GST Return Filling - 18 Hours				
23	Wednesday, 20 July, 2022	GSTR Return Basic Concept and New QRMP Scheme	1.5 Hours	1. Basic About GST Return
				2. Details of Outward Supply / Inward Supply / Monthly Return / Final Return / Annual Return
				3. Categorise wise GST Return
				New QRMP scheme of GST Return
				a. What is IFF, Method of payment (Fixed Sum or Self assessment), PMT-06
				b. opt in Facility and live how to take in GST Portal
				Practical Live on GST Portal
				Quick Round of Q&A
24	Thursday, 21 July, 2022	GSTR 1	1.50 Hours	GSTR 1 - Table Wise discussion - New Addition
				Impact on GSTR 3B
				Most common error for each table with solution
				Practical Experience Live on GST Portal
				Quick Round of Q&A
25	Friday, 22 July, 2022	GSTR 1	1.50 Hours	GSTR 1 - Table Wise discussion - Amendment Tables
				Comparison Table showing all Fields of GSTR 1
				Impact on GSTR 3B
				Quick Round of Q&A
No Class on Saturday and Sunday				
26	Monday, 25 July, 2022	GSTR 3B	1.50 Hours	GSTR 3B - Table Wise discussion - Outward Supply
				GSTR 3B - Table Wise discussion - Input Tax Credit
				GSTR 2A and GSTR 2B
				Impact of RCM Transaction and Reporting
				Quick Round of Q&A
29	Tuesday, 26 July, 2022	GSTR 3B	1.50 Hours	Reporting of Ineligible Credit
				Late Fees and Interest calculation in GSTR 3B with Examples
				Practical Live on GST Portal
				Quick Round of Q&A
				Return for composition levy

30	Wednesday, 27 July, 2022	GSTR 4 & CMP_08	1.50 Hours	Table wise discussion of GSTR 4
				Table wise discussion of CMP-08
				Other compliance of Composition
		GST Portal Overview		GST Portal - Overview
				GST Portal - Various Matching Reports
				Quick Round of Q&A
31	Thursday, 28 July, 2022	E Way Bill in GST	1.50 Hours	What is the various provision of E Way Bill in GST
				Situation where part B is not require to be updated
				Where Movement can be happen without E Way Bill
				Practical Exposure on how to make EWAY Bill
				Quick Round of Q&A
32	Friday, 29 July, 2022	E Way Bill in GST	1.50 Hours	Transaction where no E Way Bill is required
				Circular on EWay Bill for – Who will be owner
				Penalties on EWAY Bill
				Live discussion on EWay Bill Portal
				Practical Issues and Solutions
				Quick Round of Q&A
No Class on Saturday and Sunday				
33	Monday, 1 August, 2022	Invoice, Accounts and Record	1.50 Hours	Discussion of Important Concept of Tax Invoice, Bill of Supply, Revised Invoice, Delivery Challan etc.
				Accounts and Record to be maintained by all Registered Person
				Location, Electronic Form, Period of retention of books
				Penalties on non Compliance
				Quick Round of Q&A
34	Tuesday, 2 August, 2022	E Invoice and Dynamic QR Code	1.50 Hours	Relevant Rules / Provision of GST applicable for E Invoice
				Concept of Dynamic QR Code vs Static QR Code
				Concept of Bulk Tool, Single Tool, JSON, QR Code, IRN etc
				Practical Exposure in Portal - How to make E Invoice
				Practical Exposure in Portal - How to make E Invoice
		Total Duration (Module C)	**18**	
	Total (A+B+C)	**Total (A+B+C)**	**51**	
Exam Preparation				
1	**Saturday, 6 August, 2022**	Govt Exam	1.50 Hours	Final exam

Detail Content of 40 Hours Accounting Tally Certificate Course

1st Batch - Weekdays Evening

Time - 7.30 PM to 9.30 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
Module A - Financial Accounting				
1	Monday, 8 August, 2022	**Introduction**	2 Hours	Introduction Accounting
				Accounting Terms, Assumptions, Concepts and Principles
				The Three core Financial Statements
				Practical Problems
2	Tuesday, 9 August, 2022	**Basics of Accounting**	2 Hours	Rules of debit & credit : for Assets, Liabilities, Capital, Revenue,
				Golden Rules of Accounting
				Source Documents for Accounting
				Practical Problems
3	Wednesday, 10 August, 2022	**Trial Balance**	2 Hours	Preparation of Ledgers
				Balancing of Accounts
				Trial Balance
				Practical Problem
	Thursday, 11 August, 2022	**Mid Term Exam - 1st**	60 Minutes	One Practical question based of previous sessions
			60 Minutes	Discussion of Question in Class
4	Friday, 12 August, 2022	**Financial Statement of Sole Proprietorship**	2 Hours	
				Trading and Profit & Loss Account
				Balance Sheet
				Practical Problem
No Class on Saturday and Sunday				
5	Tuesday, 16 August, 2022	**Financial Statement of Partnership**	2 Hours	**Financial Statement of Partnership**
				Provision of partnership Act in absence of Partnership Deed
				Sec 40b of Income tax act
				Practical Problem
6	Wednesday, 17 August, 2022	**Financial Statement of Corporates**	2 Hours	**Financial Statement of Corporates**
				Schecule VI of companies Act
				Practical Problem
	Thursday, 18 August, 2022	**Mid Term Exam - 2nd**	60 Minutes	One Practical question based of previous sessions
			60 Minutes	Discussion of Question in Class
7	Friday, 19 August, 2022	**Rectification of entries**	2 Hours	**Rectification of entries**
				Bank Reconciliation
				Vendor/Customer Reconciliation
				Practical Problem
No Class on Saturday and Sunday				
8	Monday, 22 August, 2022	**Adjustment Entries**	2 Hours	**Adjustment Entries**
				Depriciation (AS-10) (Diff. rate as per companies Act & I.T Act)
				Reserves & Provisions
				Baddebts
				Practical Problem
9	Tuesday, 23 August, 2022	**Adjustment Entries**	2 Hours	Valuation of Closing Stock (AS-2)
				Cash Flow Statement
				Borrowing Cost (AS-16)
				Practical Problems
10	Wednesday, 24 August, 2022	**Adjustment Entries**	2 Hours	Revenue Recongnition (AS-9)
				Prior Period Items (AS -4 & 5)
				Practical Problems
	Thursday, 25 August, 2022	**Mid Term Exam - 3rd**	60 Minutes	One Practical question based of previous sessions
			60 Minutes	Discussion of Question in Class
		Total Duration (Module B)	20 Hours	
Module B - Tally Prime				
1	Friday, 26 August, 2022	**Introduction to Tally**	2 Hours	Introduction to Tally Prime
				Downloading & Installation of Tally Prime
				Company Creation
				Migration Tally. ERP9 Data to Tally Prime
No Class on Saturday and Sunday				
2	Monday, 29 August, 2022	**Creation of Ledgers**	2 Hours	Chart of accounts
				Ledger Creation, Group Creation and Deletion of Ledgers and Group
				Creating Inventory Masters
				Creation of Stock Group, Stock Item, Unit of measurement
				Practical Problem
3	Tuesday, 30 August, 2022	**Type of Vouchers**	2 Hours	Recording Accounting Vouchers with bill-wise details in Tally Prime.
				Purchase Voucher, Purchase Return Voucher And Payement to Vendor
				Sales Voucher, Sales Return Voucher And Payement Receipt
				Various MIS reports in Tally Prime
				Practical Problem
4	Wednesday, 31 August, 2022	**Order Processing**	2 Hours	Purchase Order Processing
				Sales Order Processing
				Cost Centres and Cost Categories

				Allocation of Expenses and Incomes Using Cost Centres
				Practical Problem
	Thursday, 1 September, 2022	**Mid Term Exam - 4th**	60 Minutes	One Practical question based of previous sessions
			60 Minutes	Discussion of Question in Class
5	Friday, 2 September, 2022	**Enabling GST and Recording GST Transaction in Tally Prime**	2 Hours	
				Creation of Inventory Masters
				Hierarchy of Applying Tax Rate Details
				Practical Problem
No Class on Saturday and Sunday				
6	Monday, 5 September, 2022	**Enabling GST and Recording GST Transaction in Tally Prime**	2 Hours	Creation of Accounting Masters enabling GST
				Recording GST complaint transactions
				Generating GST Returns in Tally
				Practical Problem
7	Tuesday, 6 September, 2022		2 Hours	GST Practical Problems
8	Wednesday, 7 September, 2022	**Enabling TDS**	2 Hours	Enabling TDS and Recording TDS Transactions
				Creation of TDS Masters and Recording /transactions
				Practical Problems
	Thursday, 8 September, 2022	**Mid Term Exam - 5th**	60 Minutes	One Practical question based of previous sessions
			60 Minutes	Discussion of Question in Class
9	Friday, 9 September, 2022	**Export Transactiona**	2 Hours	
				Multicurrency Transactions
				Practical Example
10	Monday, 12 September, 2022	**Misc. Topics**	2 Hours	
				Backup and Restore of Company Data Export and Import of Data
				Rounding off method
				Company's Logo on Invoice
		Total Duration (Module B)	**20 Hours**	
		Total (A+B)	**40 Hours**	

Detail Content of 10 Hours Export & Import

1st Batch - Weekdays Evening

Time - 8 PM to 10 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
1	Monday, 26 September, 2022	**Day 1**	2 Hours	Introduction to Export & Import
2	Tuesday, 27 September, 2022	**Day 2**	2 Hours	Export Documentation
3	Wednesday, 28 September, 2022	**Day 3**	2 Hours	Import Documentation
4	Thursday, 29 September, 2022	**Day 4**	2 Hours	Foreign Trade Policies
5	Friday, 30 September, 2022	**Day 5**	2 Hours	Export Incentive Schemes

Detail Content of 10 Hours Banking & Finance

1st Batch - Weekdays Evening

Time - 8 PM to 10 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
1	Monday, 3 October, 2022	**Day 1**	2 Hours	Analysis of Financial Statements
2	Tuesday, 4 October, 2022	**Day 2**	2 Hours	Ratio Analysis Part-1
3	Wednesday, 5 October, 2022	**Day 3**	2 Hours	Ratio Analysis Part-2
4	Thursday, 6 October, 2022	**Day 4**	2 Hours	Letter of Credit - Documentation & Process
5	Friday, 7 October, 2022	**Day 5**	2 Hours	CC and OD Limit - Documentation & Process