



Kazi Nazrul University

(Established under West Bengal Act XIX of 2012)

Department of Commerce

Certificate Course in Goods and Service Tax Return Filing Mode of Operation: Online

Course Objectives	<ul style="list-style-type: none">• Imparting working knowledge in the area of GST• Offering practical knowledge of GST return filing• Enhancing entrepreneurial skills• Improving skills for self-employment
Course Eligibility	<ul style="list-style-type: none">• Undergraduate students of Science, Commerce and Arts stream are eligible for this course.• The students must have Smart Phone or Laptop with internet with basic knowledge in computer.• No age limit is applicable for this course.
Admission Procedure	<ul style="list-style-type: none">• Online Admission Process will follow• Maximum number of Students per batch will be 100. Selection will be done on first come first serve basis. There is no reservation for admission in this course.
Teaching And Learning Procedure	<p>Teaching method: Web-based teaching</p> <p>Medium of Instruction: English and Bengali</p> <p>Course Duration and Course Hours: The duration of the course will be 30 hours divided into 8-15 days comprising-</p> <p>Option 1 - On Saturday & Sunday only (8 Days)</p>

	<p>Option 2- Sunday to Sunday – 2 weeks (8 Days) Option 3-As decided by course director</p> <p>Class Timing: Morning Session: Session I -8:00 AM to 10:00 AM Evening Session: Session II- 6:00 PM to 8:00 PM</p>
Assessment Procedure	<p>Attendance: Attendance of 75% is necessary in web-based classes to sit in the examination.</p> <p>Examination: After completion web-based teaching, an online, MCQ test of 50 marks in each paper will be conducted. In case the participant is unable to qualify the online test in his first attempt, he will be given two more attempt(s) to appear and qualify the online test in subsequent batch (es) of the course. Non-appearance at the examination shall also be counted as an attempt. In the subsequent attempt, additional examination fee will be applicable.</p> <p>Qualifying Marks: The candidate must obtain 40 % of the total marks to pass the course.</p> <p>Chance to appear in Examination: The candidate, who is unable to pass the course in three given chances, will not be allowed to continue the above said course.</p> <p>Certification: The candidate after passing examination will be awarded a separate digital certificate.</p>
<p>The faculty for the course will be a combination of academicians and experts in the field of GST to impart the students an in-depth technical as well as practical knowledge.</p>	

Name of the Course	Tuition Fee (₹)	Admission Fee (₹)	Total (₹)
Certificate Course in Online GST Return Filing	550	200	750

OUTLINE OF THE COURSE AND CREDIT ASSIGNMENT

Online Certificate Course in GST Return Filing consists of two Papers.

Course	Unit	Topic	Credit
Paper I	I	Overview of GST	

(CGST1)	II	GST Network	01
	III	Registration-I	
	IV	Registration-II	
	V	Rectification, Cancellation,	
	VI	Input Tax Credit, Liabilities of Registration	
	VII	Levy, Supply-forward, Reverse Charge	
	VIII	Time of Supply, Place of Supply	
	Paper II (CGST2)	I	
II		GSTR-I	
III		GSTR-3B	
IV		GSTR-4	
V		GSTR-2	
VI		GSTR-9	
VII		Payment	
VIII		Refund	
		Total	02

COURSE DIRECTORS	
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