



INSTITUTE OF TAX PRACTITIONERS OF INDIA

[Central Body for Enrolled Tax Practitioners of India to preserve with all round faculty development]

in association with



SIDDAGANGA INSTITUTE OF TECHNOLOGY

POST -GRADUATE DEPARTMENT OF MANAGEMENT STUDIES & RESEARCH CENTRE

an approved Training Partner of



NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS

[Government of India]

ORGANIZE 3-DAYS INTENSIVE RESIDENTIAL TRAINING PROGRAMME FOR GST PRACTITIONERS

at MBA Dept., SIT CAMPUS, B.H. ROAD, TUMAKURU- 572103

From Monday, the 15TH MARCH 2021 to THURSDAY, the 18TH MARCH 2021

GUIDELINES TO BE TOTALLY FOLLOWED AT SIT CAMPUS:

I. WHILE IN CAMPUS:

1. **IT IS A TOTAL RESIDENTIAL TRAINING PROGRAM.**
2. STRICTLY FOLLOW TIME SCHEDULE.
3. **SMOKING AND CONSUMPTION OF ALCOHOL IN THE WHOLE OF THE CAMPUS IS STRICTLY PROHIBITED.**
4. CONSERVE WATER AND ELECTRICITY.
5. IT IS COMPULSORY TO CARRY YOUR NAME TAG WITH YOU.
6. STRICTLY DO NOT LEAVE THE CAMPUS AND GO OUTSIDE OF IT.
7. BE LIVELY WHILE IN CAMPUS.
8. DO NOT LEAVE YOUR BELONGINGS UN-ATTENDED.
9. NO AVAILING OF ANY FORM OF LEAVE DURING THE TRAINING.
10. *COURSE COMPLETION CERTIFICATE WILL NOT BE GIVEN IF YOU MISS EVEN ONE SESSION.*

II. AT CLASSROOM:

1. **CARRY BARE ACT & RULES OF GST.**
2. COME PREPARED TO CLASSROOM & BE ATTENTIVE.
3. FOLLOW CLASS ROOM TIMINGS, SCHEDULE.
4. KEEP YOUR MOBILE PHONE IN SILENT MODE/SWITCH OFF.
5. DO NOT WRITE ON THE DESK etc.
6. DO NOT BRING TEA/COFFEE INTO THE CLASSROOM AS IT MIGHT SPILL.
7. FOLLOW CLASSROOM ANNOUNCEMENTS.
8. PARTICIPATE ACTIVELY IN DISCUSSION / INTERACTION.
9. RAISE YOUR HANDS AT THE TIME OF INTERACTION SESSION AND NOT SHOUT.
10. QUESTIONS AND DOUBTS SHOULD BE ASKED ONLY AFTER THE PRESENTATION IS OVER.
11. DRINKING WATER WOULD BE MADE AVAILABLE NEAR THE CLASS ROOM.

III. AT LIBRARY & COMPUTER LAB:

1. KEEP YOUR MOBILE PHONE IN SILENT MODE/SWITCH OFF. MAINTAIN SILENCE.
2. STICK TO COMPUTER LAB & LIBRARY TIMINGS.
3. PROPER RECEIVING/HANDING-OVER OF THE COMPUTER IS MUST TO THE CONCERNED INCHARGE WITH ACKNOWLEDGEMENT.
4. COMPUTERS etc. PROVIDED SHOULD BE PROPERLY USED.
5. KEEP THE CHAIRS IN PROPER POSITION AFTER USE.
6. KEEP THE BOOKS ON THE COUNTER TABLE AFTER USE
7. DO NOT BRING EATABLES AND COFFEE/TEA ETC. INSIDE.
8. KEEP YOUR PERSONAL BELONGINGS IN PIGEON BOX.
9. USERS SHALL NOT WRITE/DAMAGE OR MARK ON ANY BOOK OR ON TABLES.
10. LIBRARY, COMPUTER LAB WILL BE OPEN AT THE STIPULATED TIME AS MENTIONED IN THE SCHEDULE.

IV. AT HOSTEL AND DINING HALL:

1. **KINDLY DO NOT ASK FOR CHANGE IN THE ALLOTTED ROOM UNLESS IS A DIRE NEED.**
2. DO NOT BRING VALUABLES WITH YOU. ANY IMPORTANT THINGS SHOULD BE KEPT IN YOUR PERSONAL CUSTODY.
3. LOCK THE DOORS, PLEASE ENSURE THE LIGHTS, FANS, GEYSER ETC. ARE SWITCHED OFF AND ENSURE TAPS ARE CLOSED.
4. HAND OVER THE KEY AT THE RECEPTION, IT IS REQUIRED FOR CLEANING THE ROOM.
5. ANY ELECTRONIC GADGETS ISSUED BY THE INSTITUTE TO BE HANDLED CAREFULLY.
6. KEEP THE ROOM CLEAN. MAINTAIN CLEANLINESS.
7. KINDLY FOLLOW MESS/DINING HALL TIMEINGS.
8. **PLATES AND CUPS AFTER USE TO BE PLACED IN THEIR ASSIGNED PLACES.**
9. DO NOT WASTE FOOD.
10. IN CASE OF EMERGENCY CONTACT RECEPTION OR WARDEN/ COURSE DIRECTOR/ COORDINATOR.

AS LONG AS YOU ARE IN S.I.T. CAMPUS, PLEASE FOLLOW GUIDELINES WITHOUT FAIL. YOUR COOPERATION IS SOLICITED.

NB: Check-in is allowed on Monday, 15th March, 2021 at Alumni Guest House, S.I.T Campus by 2.00 PM

Night Dinner will be arranged by 8.00 PM

SIDDAGANGA INSTITUTE OF TECHNOLOGY, TUMAKURU WELCOMES YOU FOR A HAPPY, PLEASANT & LEARNING STAY

DETAILED TRAINING SCHEDULE

| | | |
|----------------|---------------|-----------------------------------|
| DAY – 1 | MONDAY | 15th MARCH 2021 |
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| Sl. No. | Time Slot | Duration | Session Subject/ Topic | Trainer / Resource Person |
|---------|---------------------------------|-------------------|---|--|
| 01 | 02.00 PM to 05.00 PM | Reporting | ALUMNI GUEST HOUSE, SIT CAMPUSS | CHECK-IN AND DISTRITION OF STUDY MATERIALS |
| 02 | 5.00 PM to 6.00 PM | 60 Minutes | WALK AT THE CAMPUSS | OPTIONAL GROUP WALK |
| 03 | 6.00 PM to 7.00 PM | 60 Minutes | PCRT TEST | FREE TEST WILL BE CONDUCTED AS PRECAUTIONERY MEASURE AND GUIDELINES AS PER SOP WILL BE GIVEN TO AVOID COVID-19 |
| 03 | 6.45 PM to 7.45 PM | 60 Minutes | <u>How Best we can utilize this Training</u> <u>Need and Needs of GST Practitioners</u> | GSTPr. Sreedhara Parthasarathy* President of Institute of Tax Practitioners of India-cum-Chairman of Institute of Chartered Tax Practitioners India. |
| 04 | 8.00 PM to 9.00 PM | 60 Minutes | DINNER | ALUMNI GUEST HOUSE |
| 05 | 9.00 PM TO 10.00 PM | 60 Minutes | WHY TO LOVE & HOW TO LOVE GST [Modest Clue of immersion] Significance of Definitions cited in Act, Schedules, Rules, Forms & Notifications, Classification of Goods and Services, Rates of Tax on Goods & Services with their HSN codes, Notifications and Circulars. | GSTPr. Sreedhara Parthasarathy* President of Institute of Tax Practitioners of India-cum-Chairman of Institute of Chartered Tax Practitioners India. |

**Everyday Morning optional Group Walking & Group Yoga between 5.30 AM to 7.30 AM.
Breakfast will be made available at Alumni Guest House by 7.35 AM.**

| Sl. No. | Time Slot | Duration | Session Subject/ Topic | Trainer / Resource Person |
|----------------------|-------------------------|-------------|--|--|
| 01 | 09.00 AM to 09.30 AM | 30 Minutes | Lighting of Lamp, Introduction of Group & Photo Session | <u>Chief guest & Keynote Address:</u> Dr.S.Panneeraselvam, I/c Director, MBA Dept., SIT,Tumakuru |
| 02 | 9.30 AM to 9.45 AM | 15 Minutes | PHOTO SESSION | GROUP PHOTO |
| 03 | 9.45 AM to 11.30 AM | 105 Minutes | <u>Overview of indirect taxation: The concept of Dual tax under GST regime & Simple Approach to escalate Act`s, Rules & correlated forms:</u> Describing All Chapters, Sections under CGST/SGST/UTGST/IGST, (Compensation to States) GST Act, C/SGST Rules, GST Forms) | Adv. M.G. Kodandaram, IRS Asst Director,(Retd.) Master Trainer of GST at NACIN, Government of India, Advocate & Tax Consultant <u>Assisted by:</u> GSTPr. Sreedhara Parthasarathy* President of Institute of Tax Practitioners of India-cum-Chairman of Institute of Chartered Tax Practitioners India. |
| TEA BREAK | | | | |
| 04 | 11.45 AM to 01.30 PM | 105 Minutes | <u>Exhaustive Concept of Supply in Goods and Services Tax Law:</u> Section 7 to 15, Rule 3 to 7 & 27 to 35to be contd... to next day | Adv. M.G. Kodandaram, IRS Asst Director,(Retd.) Master Trainer of GST at NACIN, Government of India, |
| WORKING LUNCH | | | | |

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| 05 | 2.15 PM to 3.45 PM | 90 Minutes | <p><u>Business Process:</u> <u>Law and Procedures for Registration, Payment, Returns and Refunds:</u> Section 22 to 30 [Rule 3 to 26, 46,49 to 54] [Form GST REG-01 to 30] Section 37 to 47 [Rule 59 to 82] [Form GSTR-1 to 9-C] Section 49 to 53 [Rule 85 to 88] [Form GST PMT-1 to 7] Section 54 to 58 [Rule 89 to 97] [Form GST RFD-1 to 11]</p> | <p>Dr. Shreya Chakraborty, Renowned Assistant Professor & NACIN Trainer, SIT, Tumakuru</p> |
| TEA BREAK | | | | |
| 06 | 4.00 PM to 5.30 PM | 90 Minutes | <p><u>Assessments & Audit:</u> Section 59 to 66 Rule 98 to 102, Forms ASMT 01 to 18, ADT 01 to 04</p> <p><u>Appeals & Revisions:</u> Section 107 to 121 Rule 108 to 116, APL 01 to 08</p> | <p>Dr. Shreya Chakraborty, Assistant Professor & NACIN listed Trainer, SIT, Tumakuru</p> |
| 07 | 5.30 to 7.00 PM | 90 Minutes | VISIT TO HOLY SIDDAGANGA MATH | |
| 08 | 7.00 PM to 8.30 | 90 Minutes | <p><u>How Computer technology can Ease business & profession:</u> Brilliant features of E-Tools, OPTOTAX & TALLY in easing day to day business & profession and to specially assist in filing of the returns as well as assisting in generating appropriate reports for any requirements from the available records.</p> | <p>TPr. Dhanasekharan,* National Joint Secretary of ITPI. Distinguished Tax Practitioner and expert in e-tools especially utilizing Tally, Optotax etc.,</p> |
| DINNER | | | | |
| 09 | 9.00 PM to 10.00 PM | 60 Minutes | GROUP DISCUSSION | |
| 10 | 10.00 PM | | LIGHTS OFF | |

DAY – 3

WEDNESDAY

17TH MARCH 2021

| Sl. No. | Time Slot | Duration | Session Subject/ Topic | Trainer / Resource Person |
|----------------------|--------------------------|----------------|---|--|
| 01 | 09.00 AM to 11.00 AM | 120 Minutes | <p><u>Comprehensive Concept of Supply in Goods and Services Tax Law:</u> Section 7 to 15, Rule 3 to 7 & 27 to 35 Contd session of pervious day.....</p> <p><u>Intricacies of:</u> <u>Integrated Goods and Services Tax (IGST) & Foreign Trade Policy (FTP):</u></p> | <p>Adv. M.G. Kodandaram, IRS Asst Director, (Retd.) Master Trainer of GST at NACIN, Government of India, Advocate & Tax Consultant</p> |
| | 11.15 AM to 11.30 AM | | TEA BREAK | |
| | 11.30 AM to 12.30 PM | 90 Minutes | <p><u>Other Concepts of GST:</u> (Works Contract, Goods Transport Agency, Job Works, E-Commerce Operations, Input Service Distributor, Composition Scheme, Anti-Profiteering)</p> | <p>Adv. M.G. Kodandaram, IRS Asst Director, (Retd.) Master Trainer of GST at NACIN, Government of India, Advocate & Tax Consultant</p> |
| 02 | 12.30 PM to 1.30 NOON | 60 Minutes | <p><u>Importance of Management in Profession:</u> Organizing techniques in profession for improved career.</p> | <p>Dr. C. Somashekar, Associate Professor, MBA Department, SIT, Tumakuru</p> |
| WORKING LUNCH | | | | |

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| 04 | 2.15 PM to 3.15 PM | 60 Minutes | <p><u>Input tax Credit, Adjustments and aspects of reconciliation:</u> Section 16 to 21, Rule 36 to 45, Forms ITC 1,2 & 4 Expected Questions and Answers (MCQ)</p> | <p>C.A. Deepabalidas Renowned Chartered Accountant, Tumakuru.</p> |
| 05 | 3.30 PM to 4.30 PM | 60 Minutes | <p><u>Documents, Records and Accounts and its Reconciliation:</u> Section 31 to 36, Rule 46 to 58A, Forms ENR 01 & 02 Expected Questions and Answers (MCQ)</p> | <p>C.A. Deepabalidas</p> |
| 06 | 4.30 PM to 6.00 PM | 90 Minutes | <p><u>Filing of Returns, Matching of ITC, aspects of Self Audit & Reconciliation:</u> Section 37 to 47 [Rule 59 to 82] Form GSTR-1 to 9-C, Expected Questions and Answers (MCQ)</p> | <p>C.A. Deepabalidas</p> |
| TEA BREAK | | | | |
| 07 | 6.00 PM to 8.30 PM | 150 Minutes | <p>Realtime GSTP Exam, similar to NACIN: Live Mock Test on Individual Computer</p> | <p>GSTPr. Sreedhara Parthasarathy, <u>Assisted by:</u> TPr. Dhanashekharan*</p> |
| GRAND DINNER | | | | |
| 08 | 9.30 PM to 10.00 PM | 30 Minutes | GROUP DISCUSSION | |
| 09 | 10.00 PM | | LIGHTS OFF | |

DAY – 4

THURSDAY

18TH MARCH 2021

| Sl. No. | Time Slot | Duration | Session Subject/ Topic | Trainer / Resource Person |
|--------------------------------|------------------------|-------------|--|--|
| 01 | 08.00 AM to 10.45 AM | 150 Minutes | <p><u>Open Discussions on Previous Topics..... +</u></p> <p><u>Advance Ruling:</u> Section 95 to 106 Rule 103 to 107A, Forms ARA 01 & 02,</p> <p><u>Concept of TDS & TCS in GST:</u> Section 24, 51-52. Rule 66& 67, Form GSTR7,7A-8 & 8A.</p> | <p>Adv. M.G. Kodandaram, IRS Asst Director, (Retd.) Master Trainer of GST at NACIN, Government of India, Advocate & Tax Consultant</p> |
| 02 | | | | |
| 03 | | | | |
| 04 | 11.00 PM to 12.15 Noon | 75 Minutes | <p><u>Inspection, Search & Seizure:</u> Section 67-72, Rule 139, Forms INS 01 to 03</p> | <p>V.Srinivas, IRS Asst Director, (Retd.) Master Trainer of GST at NACIN, Government of India, Bengaluru</p> |
| TEA BREAK | | | | |
| 05 | 12.30 PM to 1.45 PM | 75 Minutes | <p><u>Offences & Penalties,</u> <u>Liabilities, Demands & Recovery:</u> Section 73 to 94, Section 122 to 138, Rule 142 to 162, Forms CPD 01 & 02 DRC-01 to 25</p> | <p>V.Srinivas, IRS Asst Director,(Retd.)Master Trainer of GST at NACIN, Government of India, Bengaluru</p> |
| BREAK FOR WORKING LUNCH | | | | |

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| 06 | 2.30 PM to 3.30 PM | 60 Minutes | <u>E-Invoicing:</u> Highpoints & other features of proposed new system under GST | Dr. B.V.Muralikrishna Additional Commissioner of Commercial Taxes (e-Governance) Government of Karnataka, Bengaluru & enlisted Master Trainer by NACIN, Govt of India. |
| 07 | 3.45 PM to 5.00 PM | 75 Minutes | <u>E-Way Bill:</u> Section 68, Rule 138 | |
| OPEN SESSION | | | | |
| 08 | 5.15 PM to 6.15 PM | 45 Minutes | Valedictory, distribution of Certificates & National Anthem | |
| CHECK OUT | | | | |

*Faculties of the organizing institution will be available for full time at the campus and they will be residing with trainees and the other coordinators. They can be accessed for any support in their topics.