

ദേശീയ തൊഴിൽ വിദ്യ കേന്ദ്രം



നികുതി പരിശീലന കേന്ദ്രം

**TAX** INTERNSHIP CENTRE

ISO 9001-2008 Certified Institute  
AFFILIATED TO NACELL

Head Office : Sree Hari Building,  
2nd Floor, Near Aswani Hospital Junction,  
Thrissur - 680020

Reg. No. NA/SP/101/2016

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## ABOUT US

**A**ccounting is an essential part of running a business in current economics. As per the job opportunities, accounting course demands and their importance are increasing rapidly. Our curriculum and classrooms have continued to incorporate new developments in the fields of accounting and technology.

Tax Internship Centre aims to excel in our professional work, serve our students with outstanding professionalism and help them to reach their dream careers. As a prospective student, you are welcome to explore accounting & GST courses with the latest industry trends. Our faculties have numerous years of experience in accounting firms. They give you a friendly atmosphere for learning current technologies and skills.

We provide the best training for all those aspiring for a career in finance. The accounting profession is the need of every type of business organization. Understanding this importance, we train our students as per industry demands and are moulded as per the technological advancements in the job market. Every business establishment requires an accounts professional. We know that the theoretical knowledge is not enough to work in any organization.

Keeping this in mind we have developed an exclusive technique for training in a very brief span of time. We have already proved our mettle in the market as a key confidant, powerful institution and a mentor to ambitious candidates. Here our students are taught about the current practices in the field of accounting and taxation. Our courses have been specially designed for those who wish to work as a professional accountant

We are a Private Vocational Training Institute with long term and Short term Job Oriented skill development courses with offline and online classes. Our specialization is into Job Oriented Vocational Training Courses in Accounts and GST. We offer short term crash courses on VAT. We have a special focus on Quality Education.

As the Economy of India is growing rapidly resulting in a lot of demands of the Trained and Qualified Financial Market Professionals in India, Our objective is to equip our students with best education in Accounts and GST and provide infrastructure to help them achieve nothing but the best in multiplying their money. Not only do we aim to inculcate in them the best of creative, analytic and technical qualifications in our area.

## MISSION

- To develop and implement the best instructional practices, and support the scholarly and artistic activity of students during their transformation into a professional.
- To create smart professionals by
  - Helping individuals and businesses to achieve their goals.
  - Adopting the highest standards of training and education
  - Leveraging innovative education and training technologies and
  - Imparting latest skills and competence

## VISION

- To be the most favoured and trusted institute of accounting by the nature of training. We offer to set a benchmark of perfection in this field.
- To be the first choice for finance learning around the country and creating financially smart individuals and businesses

### DIPLOMA IN GST TAX PRACTITIONER (GST TP)

LEVEL - I,II,III,IV

Duration: **4 Months** (Regular)  
**6 Months** (Saturday Batches)

Course fee: **Rs. 27000 + 3000**

*Internship will be provided through OMS and stipend will be credited according to the level of performance of the individual*

### DIPLOMA IN ASSISTANT GST ACCOUNTANT

LEVEL - I & II

Duration: **1 Month**  
Course fee: **Rs. 7500**

### DIPLOMA IN GST PROFESSIONAL ACCOUNTANT

LEVEL - I, II & III

Duration: **2 Months**  
(Regular)  
**4 Months**  
(Saturday Batches)  
Course fee:  
**Rs. 17500 + 3000**

### ON JOB TRAINING (PRACTICAL CLASSES)

Duration: **1 Month**  
Fee: **Rs. 4000**

### GULF VAT GCC

Duration: **1 Month**  
Course Fee: **Rs. 5000**

## LEVEL - I

- Steps in accounting process
- 5 accounting reports
- Accounting concepts
- Payroll Management
- Inventory Management
- Preparation of Schedules
- Preparation of Project Report
- Reconciliation:-
  - Bank
  - Debtor & Creditor
  - H.O & Branch
- Cash Flow & Fund Flow

## LEVEL-III

- Introduction to Indian Income Tax Act
- Income Tax Computation
- Filing Income Tax return
- Filing TDS Return
- Filing PAN No.
- E TDS and TCS return filing
- Practical Training
- Computing Salary Income and issue TDS Certificate
- Filling up TDS Challan
- Application for TAN and PAN number of company 49A and 49 B
- Computation of Tax liability of Company
- Tax Audit Compliance and procedure
- TDS and other taxation and accounting entries
- Computation of Income Tax on Salary Income

## LEVEL - II

- Overview of GST
- GST Registration - Procedures' & formalities
- Composition Scheme
- Taxable Event Supply
- Place of Supply
- Time of Supply
- Rates & Classifications of Goods and Services
- Valuation in GST
- GST input tax credit / set off (CGST, SGST & IGST )
- Return filing (Monthly/Quarterly- /Annually)
- Preparation of E-way Bill
- Treatment of Blocked Credits under GST
- Maintaining Accounts and Records under GST
- Audit Procedures

## LEVEL - IV

- Overview of ESI & PF
- Filing Returns
- Maintenance of Reports
- Eligibility of ESI
- Salary Components applicable to ESI
- Deductions
- Collection of ESI Contribution
- ESI Calculations
- Contribution Period & Benefit Period
- Rules related to EPF
- EPF & EPS