

# PROSPECTUS



## CERTIFICATE COURSE IN GST

**iiem**<sup>TM</sup>  
e-mail: [info@iiem.com](mailto:info@iiem.com)

[www.iiem.com](http://www.iiem.com)

[www.iieminfo.com](http://www.iieminfo.com)

# ABOUT THE COURSE

Indian Institute of Export Management (IIEM) offers a Certificate Course in GST, which helps develop skills in managing Accounts as per latest GST Scheme. . The students are exposed to a thorough study of the various functions and procedures within the Customs and GST framework..

The Institute follows an open book examination model whereby the Student can refer his curriculum books as well as other resources to provide suitable answers. However, the questions shall be framed in such a way that answering them will need proper understanding of the subject and relevant laws and procedures.

## COURSE DELIVERY

**Course Duration : ONE Month**

**Course Mode : 1. Offline Mode:** • You will be sent Printed material of books to your address.  
• After 3 months you will be sent an Examination paper which should be answered and sent back within 2 weeks.

*or*

**2. Online Mode :** • You will be sent Printed material of books to your address  
(Coming Soon) • You will also be assigned an Online Account with Login id and password  
• You can also download the course material from your online account  
• After 3 months you will be sent an Examination paper which should be answered and sent back within 2 weeks.

## COURSE SUBJECTS

There are **TWO COMPULSORY EXAMINATION** papers in the course:

- **GST PAPER - 1**
- **GST PAPER – 2**

**Both Papers will be Open-Book Examination type which can be attempted at your residence after thorough study of Course Material.**

### Course Books

#### A. Goods and Services Tax

- Book 1 : GST - General Laws and Procedures
- Book 2 : GST - Special Laws and Procedures
- Book 3 : GST - Assessment & Returns
- Book 4 : GST - Key Forms

**email: [info@iiem.com](mailto:info@iiem.com)**

**[www.iiem.com](http://www.iiem.com)**

## COURSE DETAILS

### QUALIFICATION REQUIRED

**Qualification Required: XII th Standard Pass**

### STUDY MATERIAL

The detailed syllabus for the course is subsequently listed in the prospectus. This syllabus has been designed with the help of highly qualified and competent faculty members and consultants with vast experience in this field. All subjects required to provide comprehensive knowledge about all aspects of exports are covered in this course.

Moreover, the course material is written in very simple language, is easy to understand and explains the subject both conceptually and in terms of actual practice.

### DESPATCH OF STUDY MATERIAL

Printed study material prepared by the Institute will be made available to the students. The study material will be despatched to the students in 1 or 2 sets. All material including Certificates and Mark sheets will be despatched by Courier / Registered Post / Express Parcel Service depending on student's location. Rarely, due to postal mishaps, it may so happen that a parcel may not reach the student in time. Any such delay in receipt of the study materials is to be informed to the Institute, whereon a duplicate set will be despatched.

### FACULTY SUPPORT

The study material is presented in simple language with utmost clarity and is self-explanatory. In case a student require clarifications on any aspect, they should write / e-mail to the Institute at the earliest. For any other clarifications, doubts or administrative problems regarding the conduct of the course, students can write to

**The Course Administrator,  
Indian Institute of Export Management,  
P.B. No. 7531, # 1953, First Floor, 9<sup>th</sup> Cross, 4th Main,  
New Thippsandra, Bangalore - 560 075**

Students may also ask queries to the faculty via email : [ask@iiem.com](mailto:ask@iiem.com)

### CERTIFICATION

Students who successfully complete the prescribed course shall be issued a Completion Certificate of 'CERTIFICATE COURSE IN GST' .

**email: [info@iiem.com](mailto:info@iiem.com)**

**[www.iiem.com](http://www.iiem.com)**

# HOW TO APPLY

## **1. Online Application ( Debit Card / Credit Card / Internet banking )**

- Apply for course via [www.iiem.com](http://www.iiem.com)
- Fill up Online Application and pay fees via payment gateway using Debit card/Credit card or Netbanking

## **2. Online Application ( NEFT / RTGS / IMPS Transfer )**

- Contact our email id: [info@iiem.com](mailto:info@iiem.com) for Online Application form & Transaction Details
- Transfer fees for the course via NEFT/ RTGS / IMPS
- Fill up and submit Online Application form with relevant transaction details

## **3. Offline Application**

Candidates must send in the following documents via post/courier

- Application Form for the course (Provided in the last page of this prospectus)
- Demand Draft drawn for the Fees amount , payable at Bangalore

## FEE STRUCTURE

Students may choose to pay the fees as a **LUMP SUM** amount or in **THREE INSTALLMENTS**

Payment Type	Students in India (Distance Education Mode)	Foreign Students (Distance Education Mode)
Lumpsum	Rs 2000	US\$ 100

## EXAMINATIONS

Examination question papers will be sent to students on completion of the course. The answer sheets have to be returned to the institute for valuation within fourteen days of receipt of the question papers. Any student who fails in an examination can rewrite the exams on payment of Rs.300/- or US\$ 10 per paper. However, students who pass the exam will not be permitted to retake the exam for grade improvement. Students are advised to dispatch the answer sheets to the Institute by registered post / courier to ensure timely receipt of the papers. Answer papers for all subjects should be sent together only.

### **Limitation Statute**

All enrolments are deemed cancelled and complete on issue of Diploma Certificate or within two years, from date of enrolment, whichever is earlier. Students having pending papers beyond limitation statute will have to seek re-admission if they desire to complete the course.

**email: [info@iiem.com](mailto:info@iiem.com)**

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# DETAILED SYLLABUS

## GOODS AND SERVICES TAX

### **1. GST - General Laws and Procedures**

Introduction - Basics of GST System – Administrative Setup – GST Portal – Terminology - Registration – Time and Value of Supply – GST Rates - Levy and Collection of Tax – Audit – Appeals & Review – Penalties and Offences – Demands and Recovery – Advance Ruling – Inspection and Seizure guidelines – Special Laws

### **2. GST - Special Laws and Procedures**

Types of Goods and Services Tax - State Goods and Services Tax - Union Territory Goods and Services Tax - GST Compensation Cess – Integrated Goods and Services Tax - Exports under Goods and Services Tax Regime - Imports under Goods and Services Tax Regime – Anti Profiteering – Composition Scheme – Special Provisions

### **3. GST - Assessment & Returns**

Using the GST Portal - Assessment of Tax – Input tax Credit – ITC Conditions – Tax Invoicing – Credit and Debit Notes – Accounts and records – GST Returns Filing – Payment of Tax – GST Refund Procedures

### **4. GST – Key Forms**

# ABOUT IEM

Indian Institute of Export Management (IEM) was set up in 1994, with its corporate office at Bangalore. The institute has been established with a mission to impart training to entrepreneurs wishing to start export ventures and executives intending to make a career in foreign trade, commercial accounting and taxation.

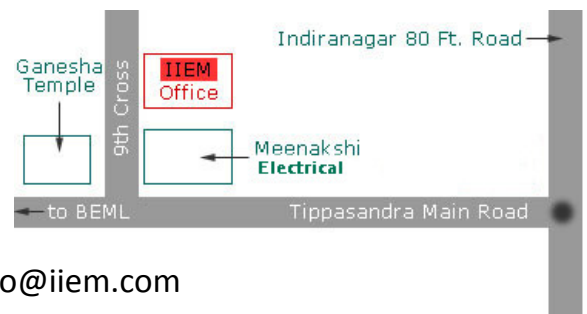
Head quartered at Bangalore, IEM acts primarily as a promotional and operational institution to help students, export entrepreneurs, existing businessmen and managers in promoting their business. In the 22 years since inception, more than 40,000 students have enrolled for various courses at IEM. This course material is meant for professionals and students working in the field of management who have interests to learn more about the working of systems in International trade. Modules in GST also help the student keep abreast of the latest developments at the governmental level regarding the overhaul of India's financial system.

## RULES AND REGULATIONS

1. The Director of the Institute reserves the right to accept or reject an application without assigning any reason whatsoever.
2. Requisite fees shall have to be paid along with the filled application form for consideration of application.
3. No refund or adjustment of fees paid shall be made under any circumstances. However, in the eventuality of an application being rejected the fees paid shall be refunded.
4. All study materials will be sent to the students within 3 months after enrolment and question papers for final examination will be sent within 15 days after completion of the course, The answer sheets shall be sent to the Institute within 14 days after receipt of the question papers. Any student who does not receive the above in time should immediately inform the Institute.
5. The Institute shall not be held responsible in any way for any consequences whatsoever which may arise if a student does not receive any correspondence, study material, question papers, examination intimation, result etc., which are mailed to him. The Institute, however, accepts the responsibility of mailing a duplicate set of material to the student once he / she informs the Institute regarding non-receipt of the books

## HEAD OFFICE

IEM : Indian Institute of Export Management  
P.B. No.7531, #1953, 1st Floor  
9th Cross, 4th Main  
New Thippasandra  
Bangalore - 560 075



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**email: info@iem.com**

**www.iem.com**

# APPLICATION FORM

## APPLICATION FOR ADMISSION TO CERTIFICATE COURSE IN GST

(OFFLINE APPLICATION ONLY)

Send a Print-out / Photocopy of this Application Form to our Office Address

1.	Title	Mr. / Mrs. / Ms	
2.	Name	:	
3.	Address for Communication (with PIN CODE )	:	
4.	Phone (Office)	:	5. Phone (Mobile):
6.	E-mail id	:	
7.	Date of Birth	:	
8.	Educational Qualification	:	Percentage of Marks :
9.	University/Institute/College	:	
10.	Course Type (Tick ONE)	Distance Education Mode	
11.	Type of payment (Tick ONE)	Lumpsum	
12.	Payment Details	Rs	
	a) Cash		
	b) Demand Draft	DD No.:	Amount : Rs.
		Issuing Bank :	DD Date :

Demand Draft Should be in favour of “**Indian Institute of Export Management**” payable at **Bangalore** and must be accompanied by the application form.

**FOR ONLINE APPLICATION, Contact our email : [info@iiem.com](mailto:info@iiem.com)**

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**[www.iiem.com](http://www.iiem.com)**