

**GOVERNMENT DEGREE COLLEGE  
KARVETINAGARAM, CHITTOOR(DT),A.P.**



Certificate Course

On

**Certificate Course on GST Procedures  
and Practices**

Organized by

**Department of Commerce**

GOVT DEGREE COLLEGE KARVETINAGARAM

ప్రభుత్వ డిగ్రీ కళాశాల, కార్యటినగరం



GOVERNMENT DEGREE COLLEGE KARVETINAGARAM  
CHITTOORDIST.AP.517582



Certificate Course  
on  
GST PROCEDURES AND PRACTICES

Eligibility	:	B.Com
Registration Fee	:	Free
Registration Start	:	15-09-2025
Registration End	:	16-09-2025
Duration of Course	:	30 Hrs
Course Start	:	17-09-2025

Organized by  
Department of Commerce

**GOVT.DEGREECOLLEGE,KARVETINAGARAM,CHITTOORDIST.**

Karvetinagaram

Date:15-09-2025

**CIRCULAR**

All the B.Com students are hereby informed that the Department of Commerce is going to commence a certificate course on "GST Procedures and Practices" from 17<sup>th</sup> September 2025 in the afternoon sessions.

Duration of the Course: Thirty Hours only Course Fee: Free of cost

**For further details contact: Dr.J. Babu, Department of Commerce**

  
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Chittoor Dt. A.P.

**GOVERNMENT DEGREE COLLEGE: KARVETINAGARAM**  
**Department of Commerce (2025-26)**

**List of Students Enrolled in Certificate Course on “GST PROCEDURES & PRACTICES”**

S.No.	Name of the Student	Class
1.	K. Hema	III B.Com (CA)
2.	B. Mamatha	III B.Com (CA)
3.	B. Poornima	III B.Com (CA)
4.	D. Pradeep Kumar	III B.Com (CA)
5.	D. Palani	III B.Com (CA)
6.	E. Kishore	III B.Com (CA)
7.	K. Likitha	III B.Com (CA)
8.	P. Munemma	III B.Com (CA)
9.	C. Sandhya	III B.Com (CA)
10.	S. Swathi	III B.Com (CA)
11.	S. Vaheed	III B.Com (CA)
12.	U. Aravind	III B.Com (CA)
13.	P. Roopesh	III B.Com (CA)
14.	K. Lakshminarayana	III B.Com (CA)
15.	P. Yuvraju	III B.Com (CA)
16.	K. Yuvaraju	III B.Com (CA)
17.	V. Prabhash	III B.Com (CA)
18.	I. Pavani	III B.Com (CA)
19.	K. Teja Sree	III B.Com (CA)
20.	R. Gayathri	III B.Com (CA)

  
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DEPARTMENT OF COMMERCE

Certificate Course on "GST Procedures and Practices"

## Syllabus

Total Hours:30

### **Objectives:**

- To generate GST invoices and transactions as per the GST format.
- It helping you stay compliant to the latest regulations.
- You can easily share returns data with your tax consultant as per GST format

### **Unit- I**

GST Concept and Applicability –Tax Components of GST-Creating GST Classifications(SGST/CGST/IGST)

### **Unit-II**

Recording GST Transactions of Trading Firms-Recording GST Transactions of Service Providers

### **Unit- III**

Covers GST framework, registration procedures, invoicing, return filing, payment of tax, input tax credit, compliance, and practical training on the GST portal

  
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## **Certificate Course on GST PROCEDURES & PRACTICES**

The Certificate Course on GST Procedures and Practices is designed to provide students, professionals, and entrepreneurs with a comprehensive understanding of India's Goods and Services Tax (GST) system. This course focuses on the conceptual framework, practical applications and compliance requirements of GST. It covers topics such as GST registration, filing of returns, payment of tax, input tax credit, tax invoice preparation, and handling assessments and audits. By combining theoretical knowledge with hands-on training, the course enables learners to gain practical insights into GST procedures commonly used in business and professional practices. The program emphasizes the latest provisions, amendments, and real-life case studies to ensure participants are equipped to deal with GST-related challenges in their career or business.

### **Objectives:**

- To provide foundational knowledge of the Goods and Services Tax (GST) framework, structure, and key concepts.
- To familiarize learners with GST registration, invoicing, returns filing, and compliance procedures.
- To develop practical skills in preparing GST returns, calculating input tax credit, and handling tax payments.
- To explain procedural aspects relating to assessments, audits, appeals, and penalties under GST law.
- To enhance employability and career prospects by equipping participants with professional GST knowledge and skills relevant to accounting, finance, and business sectors.
- To build confidence among entrepreneurs and professionals in applying GST practices in real-world business operations.
- To update learners on the latest amendments, notifications, and circulars issued under GST law.
- To help interns identify their career interests and strengths.

### **Benefits to Students:**

- ❖ Practical Knowledge – Students gain hands-on training in GST registration, invoicing, returns filing and compliance procedures.
- ❖ Skill Enhancement – The course builds strong professional skills in taxation and accounting, making students industry-ready.

- ❖ Career Opportunities – Knowledge of GST opens up employment avenues in accounting firms, corporate tax departments, consultancy services, and entrepreneurship.
- ❖ Competitive Advantage – Students with GST certification stand out in job markets compared to peers without specialized training.
- ❖ Entrepreneurial Support – Those planning to start their own business gain the ability to manage GST compliance independently.
- ❖ Professional Growth – The course strengthens resume value and can be an added qualification for CA, CS, CMA, MBA, or B.Com students.
- ❖ Updated Knowledge – Learners stay informed about the latest amendments and practical applications of GST law.
- ❖ Confidence Building – Students develop confidence in handling taxation matters, which is essential in both employment and self-employment.

#### **Inauguration Ceremony of Certificate Course:**

The Inauguration ceremony of Certificate Course on GST Procedures and Practices was organized by Department of Commerce on 17-09-2025. There are 20 students are registered for this course, who are studying from III B.Com (CA). The GST certificate course has inaugurated by Dr. S. Vijayulu Reddy, Principal of this College. The Faculty of Commerce, Computer Applications and Students are participated.




**Dr. S. Vijayulu Reddy, Principal has addressed the students in view of “GST Certificate Course Inaugural ceremony”.**



**Dr. J. Babu, Lecture in Commerce has provided information to the students on “hands-on training in GST registration, invoicing, returns filing and compliance procedures”.**



Smt. K. Meena, Lecturer in Commerce has gave information to the students on “GST registration, invoicing, returns filing, and compliance procedures.

  
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### Valedictory of Certificate Course:

The Valedictory of certificate course is conducted on 31-10-2025 in the college. The valedictory programme marked the successful completion of the course and provided an opportunity to reflect on the knowledge and skills gained by the participants. The distribution of certificates symbolized not only the completion of the programme but also the readiness of the participants to apply their learning in practical and professional settings. The valedictory programme concluded on a positive note, inspiring participants to continue their pursuit of knowledge and excellence in their chosen fields.



Certificate distribute to P. Roopesh,III B.Com Hon's (CA) on occasion of Valedictory of Certificate Course

  
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# **GOVT.DEGREECOLLEGE,KARVETINAGARAM.**

## **DEPARTMENT OF COMMERCE**

### **Brief Report on**

### **“GST Procedures and Practices”**

A certificate course on GST Accounting in Tally Prime was inaugurated on 17<sup>th</sup> September 2025 in this college by the principal Dr. S. Vijayulu Reddy. The course duration was Thirty hours. This course was run free of cost to the student by the Department of Commerce. The course was run by Dr. J. Babu. The course was conducted one hour per day. Twenty students are enrolled in this course.

This course focuses on the conceptual framework, practical applications and compliance requirements of GST. It covers topics such as GST registration, filing of returns, payment of tax, input tax credit, tax invoice preparation, and handling assessments and audits. By combining theoretical knowledge with hands-on training, the course enables learners to gain practical insights into GST procedures commonly used in business and professional practices. The program emphasizes the latest provisions, amendments, and real-life case studies to ensure participants are equipped to deal with GST-related challenges in their career or business. This short-term, skill-oriented course aims to enhance employability, support professional growth, and develop tax compliance skills that are in high demand across industries.

  
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**GOVERNMENT DEGREE COLLEGE**  
**Karvetinagaram, Chittoor (Dist)**



**DEPARTMENT OF COMMERCE**

**CERTIFICATE**

This is to certify that certificate is awarded to Mr./Ms K. HEMA of III B.Com (CA) class attended certificate course in GST Procedures & Practices conducted by Department of Commerce during the academic year 2025-26.

Head of the Department

  
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