

Knowledge Fostering Program
COURSE SCHEDULE

| Module 1 Part 1 (M1P1) | Module 1 Part 2 (M1P2) |
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| Day 1 - Corporate accounts & role of a corporate accountant Accounting functions in a multinational company Accounting functions in a domestic company | Day 6 - Self review and finalisation of accounts Day 7 - Corporate MIS reporting – internal reporting Day 8 - Schedule VI reporting – external reporting |
| Day 2 - Fundamentals of accounting & bookkeeping | Day 9 - Preparation for statutory audit & CARO |
| Day 3 - Chart of accounts & accounting principles | Day 10 - Preparation for Tax Audit & Corporate tax returns |
| Day 4 - Basic accounting standards & practical application | |
| Day 5 - Accounts payables and accounts receivables | Day 11 - Recap and orientation |

| Module 2 Part 1 (M2P1) | Module 2 Part 2 (M2P2) |
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| Day 12 - State, Central & Local compliances - an overview Compliance functions in a multinational company Compliance functions in a domestic company | Day 17 - Basics of VAT & CST, introduction to GST Day 18 - Fundamental of Service tax regulations Day 19 - Basic labour laws - PF, ESI, PT, Gratuity & Bonus |
| Day 13 - Relevant provisions of Indian Income tax law | Day 20 - Relevant provisions of Indian Company law |
| Day 14 - All about preparation & filing of e-TDS | Day 21 - Compliance reporting - internal & external |
| Day 15 - Introduction to compensation & benefits | |
| Day 16 - Payroll administration, management & reporting | Day 22 - Recap and orientation |
| | Day 23 - HR orientation |

Fee structure

| Course Code | Duration | Days in the month | Course Fees* | Takeaways |
|--|---------------|------------------------|------------------|--|
| M1P1 | 5 days | Day 1 to Day 5 | Rs 2500/- | Course participation |
| M1P2 | 5 days | Day 6 to Day 10 | Rs 2500/- | Course participation |
| M1P1&P2 | 11 days | Day 1 to Day 11 | Rs 5000/- | Course participation, Day 11 Recap & orientation, Portal access, Limited Helpline, Certificate |
| M2P1 | 5 days | Day 12 to Day 16 | Rs 2500/- | Course participation |
| M2P2 | 5 days | Day 17 to Day 21 | Rs 2500/- | Course participation |
| M2P1&P2 | 11days | Day 12 to Day 22 | Rs 5000/- | Course participation, Day 22 Recap & orientation, Portal access, Limited Helpline, Certificate |
| M1P1P2 & M2P1P2 (Recommended) | 23days | Day 1 to Day 23 | Rs 7000/- | Course participation, Day 11 & 22 Recap & orientation, Day 23 HR orientation, membership program & Portal access, Helpline, Certificate, Limited period Internship. |

Note:

*Service Tax @ 10.30 % chargeable separately.

If you have opted for M1P1&P2, you can enrol for M2P1&P2 for an additional fee of only Rs 2500/- in lieu of Rs 5000/-

If you have opted for M2P1&P2, you can enrol for M1P1&P2 for an additional fee of only Rs 2500/- in lieu of Rs 5000/-

To know more about the course, fee structure, schedule & takeaways, Please contact our co-ordinators.