

**Memorandum of Understanding**  
**for GST Course - College & University Students**  
**And**  
**Crash Course on Income Tax Overview**

*Between*



**The Institute of Cost Accountants of India**

(A Statutory Body under an Act of Parliament)  
CMA Bhawan, 12, Sudder Street, Kolkata – 700016

*and*



**Scottish Church College, Kolkata**

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(A Minority institution under Church of North Indi & Affiliated to University of Calcutta) 1 and 3 Urquhart Square Kolkata- 700006, Contact No [9830075960]  
+913323503862  
Email: scottish.cal@gmail.com



# Memorandum of Understanding (MoU)

**THIS MEMORANDUM OF UNDERSTANDING** (herein after called the 'MoU') is made on this **25<sup>th</sup> September, 2024**

## BETWEEN

**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**, a statutory body under an Act of Parliament, having its headquarters at CMA Bhawan, 12 Sudder Street, Kolkata-700 016 represented through its **Secretary, CMA Dr. Kaushik Banerjee**, (which expression shall, unless excluded by or repugnant to the context be deemed to include its successors in office, representative, administrators, and assigns) of the **ONE PART**

## AND

**SCOTTISH CHURCH COLLEGE, KOLKATA**, hereinafter referred to as "SCC" situated at 1 and 3 Urquhart Square Kolkata-700 006, represented through its **Principal Dr. Madhumanjari Mandal** (which expression shall, unless excluded by or repugnant to the context be deemed to include its successors in office, representative, administrators, and assigns) of the **SECOND PART**.

Whereas both the Institutions (THE INSTITUTE OF COST ACCOUNTANTS OF INDIA & SCC have identified the following areas of mutual co-operations:

- (i) Conducting "GST Course - College & University Students" and "Crash Course on Income Tax Overview" at SCC campus/ online for students of Commerce, Management & Allied Courses. The Syllabus, terms and conditions are prescribed in the Annexure – 1 and Annexure - 2 respectively.
- (ii) Conducting various joint Seminars & Workshops
- (iii) Conducting other certificate programs (i.e. Skill Based Tailor-made courses) on mutually agreed terms and conditions.

### Renewal, Review, Revenue Sharing, Termination etc.:

- (i) This MoU shall be valid initially for a period of three years and may be extended further on mutually agreed terms and conditions.
- (ii) This MoU shall be subjected to review each year by both the Institutions jointly.
- (iii) This MoU may be terminated upon mutual understanding serving a notice of 90 (Ninety) days in advance.



*Dr. Kaushik Banerjee*



*M. Mandal*

- (iv) Neither THE INSTITUTE OF COST ACCOUNTANTS OF INDIA nor SCC will charge any other commission/fees from each other, other than the fees for the course which will be collected by SCC and deposited in the bank account of THE INSTITUTE OF COST ACCOUNTANTS OF INDIA.

**Miscellaneous Provisions:**

- (i) The Memorandum of understanding (MOU) as outlined in this document is not intended to be a legally binding document. Rather, it is meant to describe the nature and cooperative intentions of the Institute and SCC to suggest guidelines for cooperation. Nothing, therefore, shall diminish the full autonomy of either party, nor any constraints be imposed by either party upon the each other, and nothing in this Agreement shall be deemed to create a partnership, joint venture, or agency relationship between the parties.
- (ii) The use of the name, logo and/or official emblem of any of the parties on any publication, document and/or paper is allowed only, after seeking explicit prior permission in writing by either party.
- (iii) The Memorandum of understanding or any part thereof may be amended at any time during its tenure only by consent in writing of the parties.
- (iv) The Memorandum of understanding is not intended to create any legal relation of employer-employee or of principal and agent amongst the parties.

**Point of Contact for the Institutions**

<b>The Institute of Cost Accountants of India</b> The Officer In Charge, Tax Research Department (TRD), The Institute of Cost Accountants of India, 12, Sudder Street, Kolkatta – 700 016. Phone: +91 334036-4798 / 4711 / 4717 E-mail: trd@icmai.in/ trd.hod@icmai.in	<b>Scottish Church College, Kolkata</b> CMA Bivas Acharyya Dept of Business Administration Scottish Church College 1 and 3 Urquhart Square Kolkata- 700006 Phone: 9831282629 Email: bivasacharyya@yahoo.in
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*[Handwritten signature]*



*[Handwritten signature: M. Mendel]*

IN WITNESS WHEREOF reading understanding terms and conditions we agreed on this agreement with sound body and mind without instigation of any one.

Signed on behalf of-Signed on behalf of-

**The Institute of Cost Accountants of India**

**Scottish Church College**

*[Handwritten Signature]*

Secretary

In the presence of witnesses as under:

1. *[Handwritten Signature]*

2. *[Handwritten Signature]*

*[Handwritten Signature]*

Principal

In the presence of witnesses as under:

Principal  
Scottish Church College  
Kolkata

1. *[Handwritten Signature]*

Vice-Principal  
Scottish Church College  
Kolkata 700 006

2. *[Handwritten Signature]*





ANNEXURE -1

**GST Course - College & University Students**  
Organised by  
**The Institute of Cost Accountants of India**  
in MOU with  
**Scottish Church College, Kolkata**

**Objectives & Scope of the Course :**

1. GST is expected to create significant job opportunities as the businesses will need to hire professionals for dedicated GST management, up gradation and reconciliations.
2. A candidate can work independently on return filing, taxation, statutory compliances.
3. The Indian service and job arena have vast opportunities for the generation rising youths, as the GST will be accommodating most of the working-class population and job seekers into a well-designed approval.
4. The Implementation of GST in our nation has helped in job maximization and has also invited many global companies as a proposal in Foreign Direct Investment.
5. As GST is a new law and lots of people are not much aware about this so it is the possibility that the people who know about GST will become in demand for companies so they will help for better tax administration for corporate sector.

<b>Total Duration</b>	:	32 Hours
<b>Nature of Course</b>	:	Value Added Courses
<b>Total Fees</b>	:	Rs.1,000 + Rs.200 [Exam Fees] + 18% GST = Rs.1,416/- Per Candidate
<b>Learning Materials</b>	:	1) Materials will be provided to all students by The Institute of Cost Accountants of India  2) Classes will be handled by Professionals from Industry (will be arranged by The Institute of Cost Accountants of India)  3) Honorarium will be paid by The Institute of Cost Accountants of India

**Examination will be conducted by the Institute after the classes and students securing 30% will be declared Pass. Certificate will be provided to the candidates passing the examination to be conducted after completion of the course.**

**Responsibilities of College:**

1. Admission of Students for the course
2. Collection of Fees and remittance to the Institute by NEFT / RTGS / Bank Draft
3. Infrastructural Arrangements for conduct of classes.



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*M. Mendel*

4. Co-ordination with The Institute of Cost Accountants of India Personnel and Resource persons as per schedule for smooth conduct of the course.
5. Conduct of Examination on receipt of Question paper from the Institute
6. Forwarding of students attendance, faculty attendance and answer scripts to The Institute of Cost Accountants of India.

**Course Contents of GST Course - College & University Students:**

<b>Topics</b>	
	Concept of Indirect Tax; Difference between Direct Tax and Indirect Tax , Introduction ,Aggregate turnover, Business, Capital goods, Casual taxable person, Goods, input, input tax, input tax credit, Output tax, Person, Place of business, Registered Person, Services, Taxable Person, Turnover in state and union territory , Theory of GST Registration
	Input Tax Credit
	Classification , HSN & SAC Code
	Taxable Event, Time of Supply and Place of Supply
	E-Way bill (Theory and Practical)
	Valuation
	Rule of Invoicing and Bill of Supply (Theory and Practical)
	Registration procedure for Proprietorship (Practical)
	Registration procedure for Partnership (Practical)
	Registration procedure for Company (Practical)
	Reverse Charge Mechanism
	Theory of GST Return
	Practical Approach of GST Registration
	Concept of TDS and TCS in GST (Theory)
	Registration Procedure of TDS and TCS in GST (Practical)
	Return Submission Procedure of TDS and TCS in GST
	Concept of Annual Return (GSTR 9, GSTR 9A and GSTR 9C)
	Doubt Clearing Session
<b>Total</b>	<b>32 Hours</b>

Signed on behalf of-

**The Institute of Cost Accountants of India**

*B. Dasgupta*

Secretary

Signed on behalf of-

**Scottish Church College, Kolkata**

*Medhuanjari Mendel*

Principal



*M. Mendel*



**ANNEXURE -2**  
**Crash Course on Income Tax Overview**  
Organised by  
**The Institute of Cost Accountants of India**  
in MOU with  
**Scottish Church College, Kolkata**

**Objectives & Scope of the Course :**

1. This course will provide practical aspects of Income Tax like how to register and login in IT Portal, how to file ITR and related areas.
2. This course provides theory and practical knowledge which helps a graduate student to get job. Even doing this course one can do freelancing also.

**Total Duration** : 32 Hours

**Nature of Course** : Value Added Courses

**Total Fees** : Rs.1,500 + Rs.500 [Exam Fees] + 18% GST  
= Rs.2,360/- Per Candidate

**Learning Materials** : 1) Materials will be provided to all students by The Institute of Cost Accountants of India

2) Classes will be handled by Professionals from Industry (will be arranged by The Institute of Cost Accountants of India)

3) Honorarium will be paid by The Institute of Cost Accountants of India

**Examination will be conducted by the Institute after the classes and students securing 30% will be declared Pass. Certificate will be provided to the candidates passing the examination to be conducted after completion of the course.**

**Responsibilities of College:**

1. Admission of Students for the course
2. Collection of Fees and remittance to the Institute by NEFT / RTGS / Bank Draft
3. Infrastructural Arrangements for conduct of classes.
4. Co-ordination with The Institute of Cost Accountants of India Personnel and Resource persons as per schedule for smooth conduct of the course.
5. Conduct of Examination on receipt of Question paper from the Institute
6. Forwarding of students attendance, faculty attendance and answer scripts to The Institute of Cost Accountants of India.



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*[Handwritten Signature: M. Mandal]*

**Course Contents of Income Tax Course - College & University Students:**

<b>Course Content</b>	
<b>SL. NO</b>	<b>Topics</b>
1	Concept and Applicability of Direct Tax
	Which ITR used for which Purpose
	Due Dates of ITR and Penalty U/s 234F
	Original Return, Belated Return, Revised Return, Defective Return
	Basic Knowledge on Advance Tax & Calculation of Interest (Section 234A, 234B, 234C)
2	Basic Knowledge of heads of Income (All Five heads)
	Concept of Agricultural Income
	Depreciation as per IT Act, 1961 and as per Company Act, 2013
	Deductions Under Chapter VI & Preparation of Computation Sheet
3	How to Register and Login Income Tax Portal- Practical
	How to reset ID & Password- Practical
	Concept of ITR submission through Online/Offline- Practical
	How to do PAN-Aadhar Linking and benefit of linking in E-Verification- Practical
4	TDS Link-up with Form-26AS and TDS Certificate ( Form-16/16A)
	ITR 1- Practical
5	Challan Generation of Tax Payment & E-Verification Procedure- Practical
6	Doubt Clearing Session
Award Certificate would be provided after passing the exam	

<b>Total</b>	-	<b>32 Hours</b>
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Signed on behalf of-

**The Institute of Cost Accountants of India**

*D. Banerjee*

Secretary

Signed on behalf of-

**Scottish Church College, Kolkata**

*Madhwanjari Mendel*

Principal

