

Knowledge Fostering Program  
COURSE SCHEDULE

Module 1 Part 1 (M1P1)	Module 1 Part 2 (M1P2)
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	<b>Day 11 - Recap and orientation</b>

Module 2 Part 1 (M2P1)	Module 2 Part 2 (M2P2)
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	<b>Day 22 - Recap and orientation</b>
	<b>Day 23 - HR orientation</b>

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
<b>M1P1P2 &amp; M2P1P2 (Recommended)</b>	<b>23days</b>	<b>Day 1 to Day 23</b>	<b>Rs 7000/-</b>	<b>Course participation, Day 11 &amp; 22 Recap &amp; orientation, Day 23 HR orientation, membership program &amp; Portal access, Helpline, Certificate, Limited period Internship.</b>

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.