



GUIDELINES FOR STUDENTS

- Course name: GST Accounts Assistant
 - Certification: Banking, Financial Services and Insurance (BFSI) Sector Skill Council (Govt. Of India)
 - Batch starting from 19th November 2019.
 - Duration: 2 months / 100 hours
 - Fees: Rs. 12500 + GST + Registration fees as mentioned under point no.6 below.
1. **The course shall be a combination of Theory and Practical exercises with lot of emphasis on practical aspects covering actual transactions relating to all types of businesses, GST calculations, purchase and sale entries, adjustments, refunds etc.**
 2. **We shall provide 100% placement assistance. Placement drives will be conducted at our Institute at regular intervals. To cover practical aspects related to placements and training in a live manner, senior executives of CA & Law firms, corporates and a few leading local businessmen shall be invited.**
 3. Batches: Two batches will be running simultaneously:-
 - Morning: 9 A.M. to 1 P.M.
 - Evening: 2 P.M. to 6 P.M.Students have the option to select any of the two batches.
 4. Classes shall run on every Tuesday, Thursday and Saturday.
 5. Registration: Students are required to complete the registration form along with necessary documents including Address proof, I.D proof and educational qualification documents.
 6. Registration fees: Rs 1500/- (out of which Rs 1000 is Non -Refundable) + Rs 500 (adjusted towards fees of Rs 12500)
 7. Payment of Fees: After the successful registration, students have the option to pay the fees (in full or in two instalments of Rs 6000/- each).
 8. **The Fees can be paid in one of the following 3 ways:**
 - i. **NEFT/RTGS: Bank details will be provided to you.**
 - ii. **Demand Draft: In favor of CMCORPS Integrated Services Pvt. Ltd. payable at New Delhi.**
 - iii. **Cash: A receipt will be provided on payment of fees.**

P.T.O.

9. Induction kit consists of trainee manual, notepad, pen & Id card which will be provided to all students. Reference books from the library will also be provided to students upon request on returnable basis.
10. Attendance: Students will be required to enter their details in the attendance register followed by a punch in Biometric system. Students are requested not to get late for classes beyond 10 minutes. A student who is more than 10 minutes late will be treated as absent for that day. The minimum attendance of 80% for each student is compulsory. At any point, unauthorized & continuous absence from class for three days may result in termination of the student from the course.
11. Students are advised to bring their own laptops on specific days for practical training. Those students who cannot arrange for a laptop, a laptop will be provided to them during the ongoing classes on sharing & very reasonably chargeable basis.
12. After the end of each day's classes, a 30-minute session of Questions & Answers will be held for students.
13. An internal weekly test (on the last day of each week) of 50 minutes covering course coverage of that week will be conducted at our premises which is mandatory for all the students.
14. After the completion of the course of, an assessment will be held in our Institute. Details of assessment will be provided at the start of the session. Upon successful completion of assessment process, students will be rewarded with the Certificate by BFSI Sector Skill Council, Govt. Of India.

For any queries:

Mr. Devendra Singh
Centre Head
Mobile: 8700039407



For registration/admission confirmation

Mr. Kirti Bhusan
Centre Administrator
Mobile: 9643494043

Venue: 306, 3rd Floor, E-Block, International Trade Tower, Nehru Place, New Delhi - 110019