



TERMS OF REFERENCE

FOR

DEPARTMENT OF COMMERCE, ST.MARY'S COLLEGE – ALL INDIA CHAMBER OF COMMERCE AND INDUSTRIES INTERACTION ACTIVITIES



Since 1982

PREAMBLE

This understanding is the outcome of the objectives arrived at in the strategic plan envisaged by the Department of Commerce, St. Mary's College (Autonomous), Thoothukudi. A lot of efforts have been taken to sign Memorandum of Understanding for the mutual benefits of both the All India Chamber of Commerce and Industries and the Department of Commerce, St.Mary's College over the past years.

SCOPE

Over several meetings between the Executive Committee members of the All India Chamber of Commerce and Industries and the Department of Commerce of the St.Mary's College, it was decided that the two organisations will work for their mutual benefit in the following areas:-

1. Exchange of information to the faculty and students through periodical meetings.
2. Offer training programmes in the areas identified by the industries.
3. Conduct joint venture programs using available resources.
4. Conduct workshops and seminars both for the students and faculty to appraise the various advancements in the present global scenario.
5. Identify the areas of assistance as and when needed and render assistance.

With the above areas of operation kept in mind, the following objectives are arrived.

OBJECTIVES

By working together for the benefits of both, it is aimed that the following objectives can be fulfilled, thus making the education at both ends more purposeful and meaningful.

1. Work together in such a way that this partnership will be a role model to other Institutions and Chamber of Commerce to follow.
2. Help mutually to grow in content updating, management and skill training to enable the students and faculty to excel in their respective fields.
3. Train necessary human resources so that the updating programmes can be made cost effective.
4. Enable the students to appear for campus selection.

TERMS OF REFERENCE

The Department of Commerce, St.Mary's College (Autonomous), Thoothukudi herein after called the COLLEGE and the All India Chamber of Commerce and Industries, Thoothukudi herein after called the AICCI will arrange and offer training programmes in the areas identified by both AICCI and College to the members of the AICCI, faculty and students of the COLLEGE and other public and provide other assistance and will enter into a MEMORANDUM OF UNDERSTANDING signed by Thiru. A.V.M.V. Mani, President of the AICCI and Dr. Sr .S. Decla, Principal of the COLLEGE with written understanding with respect to identification of areas in which training to be given, organizing, controlling and monitoring of various training programmes and general policies developed as and when necessary for other activities, budgeting, accounting and sharing of proceeds in case of joint venture programme and sustainability of the venture on a long term basis.



COLLEGE- AICCI ADVISORY BOARD

For effective implementation of the programmes an Advisory Board was constituted. The Dean of Arts, Dean of Science and Head of the Department of Commerce of the College will be inducted into the Advisory Board as members. The Principal will be the chairman of this Board. The President, Vice President and Secretary of the AICCI will also be inducted in this Advisory Board. The Advisory Board will lay down policy guide lines, fixing up of physical and financial targets, suggesting measures for raising funds, effective utilization of facilities and expertise available in the College and the AICCI and sourcing of expertise and facilities from outside in the region. The Advisory Board will meet as and when required.

The Dean of Arts is the convenor of the Board. She will convene the board meeting and inform the members as and when required. She will prepare the minutes of the meeting.

PROGRAMME DEVELOPMENT

The members of the AICCI will take part in the conferences, seminars and workshops conducted by the College for exchange of information. The staff and students of the College will also take part in the conferences, seminars and workshops conducted by the AICCI.

The AICCI will take necessary steps to conduct training programme for the industrial personnel in the areas identified by the industries by considering the resources and expertise available in the AICCI. The steering committee will decide and take decision in this regard.

The AICCI and the COLLEGE will periodically assess the needs and draw plans for offering various joint venture programmes to the outsiders also. The course may be delivered at the College or AICCI or outside or in any place as decided by the College and AICCI.



BUDGET AND OTHER FINANCIAL COMMITMENTS

The expenditure incurred for the conduct of the workshops, seminars and conferences for the students of the College and other public will be borne jointly by the College and AICCI .

A nominal amount will be charged by the AICCI from the industrial personnel to meet out the training cost for on or off campus programmes conducted by the AICCI to industrial personnel.

For each joint venture programme to the outsiders, a detailed budget will be prepared and this will be approved by the committee formed at a time. Should there be any deviation in the budget, from the actual expenditure this should be placed before the committee for ratification. A statement of expenditure & income in respect of programmes conducted shall be placed before the Advisory Board for approval and the sharing of proceeds is to take place only after the entire realisation and settlement of bills of each programme. Should there be any deficits in a programme, it will be borne by the College and AICCI, which conducts that programme. The accounts for the programme will be maintained by both the College and AICCI and will be subjected to ratification by the steering committee as and when necessary.



Since 1982

COMPENSATION

The resource persons will be paid compensation as per the budget provisions and also they will be paid traveling allowances as per the norms or provisions prescribed by the committee. In the event of these norms deviated, the same must be ratified by the committee.

The terms and conditions of this Memorandum of Understanding may be amended or cancelled or substituted by fresh terms at any time with mutual consent of the parties hereto.

For and on behalf of All India Chamber
of Commerce and Industries, Thoothukudi



Thiru A.V.M.V. Mani
President

All India Chamber of Commerce
And Industries, Thoothukudi



For and on behalf of
St. Mary's College
(Autonomous), Thoothukudi



Dr. Sr. S. Decla
Principal

St. Mary's College (Autonomous)
Thoothukudi



Principal
St. Mary's College
(Autonomous)
Thoothukudi-628 001.

Signed on the Ninth day of December 2010 in the presence of

For, All India Chamber of Commerce
And Industries, Thoothukudi



For St. Mary's College
(Autonomous),
Thoothukudi.

Witness

1. 
P.S.K. Raju, Sec. AICCI.
2. 
(S. ANAND GANESH) AICCI

Date : 09.12.2010

Place: Thoothukudi

1. 
2. 

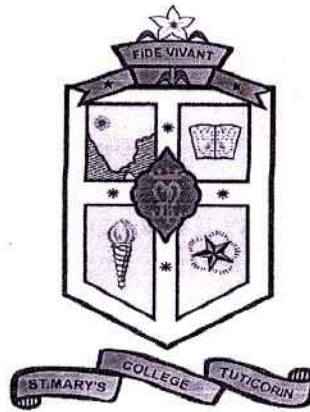


Since 1982



**THE INSTITUTES OF
CHARTERED PUBLIC AUDITORS
OF INDIA**

(Registered by Government of India under Act no: II of MDCCLXXXII)



Memorandum of Understanding (MoU)
between
Institutes of Chartered Public Auditors of India
and
PG and Research Department of Commerce
St. Mary's College (Autonomous) Thoothukudi
2020-2021

Date : 23/04/2021

Place: Thoothukudi

- The College will issue a circular before the commencement of the class start up.
- First Party must conduct the CPA program in the college without fail
- Second Party should make arrangement to conduct the program in the college campus
- First Party should conduct the program at 90% Discount fees rate
- Second party should pay the fees for the CPA Program on behalf of the Students
- The Program will be conducted every year.

7. Program Syllabus:

Commerce Students Self Employment Training (Practicals Only) Program Syllabus (CPA)


S. No & Heads	Contents (Full Practical)
1.Course Introduction	Introduction to Professional Practice
	Commerce Graduates act as a GST Practitioner
	Commerce Graduates act as Income Tax Practitioner
2.Income Tax Practice	Direct Taxes at a Glance
	Basic Concept of Income Tax & Computation of Income under Various Heads
	Income Tax Accounting Preparation for Proprietorship, OPC, LLP, Partnership Firm, Limited Companies, Trust, Society
	Income Tax E filing System & Procedural Compliance PAN TDS TCS SAT Refund
	Income Tax Assessment , Appeals & Revision
	Income Tax Practitioner (ITP) Registration
3.Goods and Services Tax Practice	Basic of Goods and Services Taxes (GST), Concept of Time, Value & Place of Taxable supply
	Input Tax Credit & Computation of GST Liabilities
	Procedural Compliance Under GST- Debit Note, Credit note, E Way Bill, and Refund
	GST E Filing, GSTR 1, 2A,3B, 4, and 9 Forms ,(Monthly ,Quarterly and Annual Returns)
	GST Accounts Preparation, and GST Audit
	GST (Registration Certificate) Registration & Goods and Services Tax Practitioner Registration
4.Business Organization / Constitution Formation System	One Person Company Formation in Ministry of Corporate Affairs. Partnership Firm Registration to Firm Registrar & Limited Liability Partnership Registration. Private Limited and Public Limited Company Registration. Trust, Society, Union Registration.
5.Labour Law Practice	Basic Concepts of Labour Laws
	EPF, ESI Laws
	EPF, ESI Registration & Monthly Returns
	EPF, ESI Accounts, Audit and Appeals

6.Business Registration Department wise Procedures	GST Registration
	Micro, Small and Medium Enterprises Registration
	Import and Export Code Registration
	Foods Safety and Standard Authority of India Registration
	NGO 12A, 80G,35 AC, Registration to Income Tax Departments
	FCRA Registration under FCRA Act
7.ISO 9001:2015 Audit Inspection Procedures	Quality Management system Audit-ISO 9001:2015
	Food Management System – ISO 22000
	Environment Management System Audit –ISO 14000
	ISO Inspection , Certification , and Surveillance Audit
8.ADR Mechanism	Introduction of Alternative Disputes Resolution
	Commerce Graduates act as a Commercial Arbitrator
	Arbitration , Conciliation and Mediation
	Indian Court System and Lok Adalat
9.Accounting & Banking Systems	Practical Professional Accounting Procedure
	Kinds of Bank Accounts & Kinds of Bank Instrument , Documents, Bank Loan Systems
	Tally 9 ERP With Original software
10. Auditing & Professional Practice	Internal & Financial Audit Procedure
	Concept of Professional Practice & Professional Ethics

Program Morality

Name of the course	: CPA- Chartered Public Auditors of India
Duration	: 30 Hours
Training Mode	: Full Practicals
Certificate Nature	: Diploma by NGO & GSTP from Government of India
Student's strength	: Minimum 100 in a batch (A College or University)

Students can become a Professional Accountants | GST Practitioner | Income Tax Practitioner | ISO Auditor | Labour Law Practitioner | Internal Auditor | Business Consultant | self employed Tax Consultant.


 (MUTHU KUMAR RAJA)
 Founder
 ICPAI

Lewis Rose
Principal

**St.Mary's (Autonomous) College,
Thoothukudi**

Gyetha Neetha Venkatesh
Head of the Department
PG and Research Department
of Commerce
St.Mary's (Autonomous) College,
Thoothukudi

Witness 2

Signature: Fernando Alexander Signature: A. Amou

Name : Fernando Alexanderia Name: A. AMORA

Designation: DEAN OF UGC AFFAIRS

Dr. FERNANDO ALEXANDERIA M.Com., Ph.D.
Dr. FERNANDO ALEXANDERIA M.Com., Ph.D.
 MANAGERIAL ECONOMICS AND FINANCE
 SCHOOL OF MANAGEMENT AND ECONOMICS
 ST. MARY'S COLLEGE (Autonomous)
 Thoothukudi