

GURU GOBIND SINGH COLLEGE FOR WOMEN

SECTOR -26, CHANDIGARH

**VALUE ADDED CERTIFICATION COURSE IN PREPARATION AND  
E- FILING of INCOME TAX RETURN**

Total Hours: 34

Credits: 2

Semester: Even

**This course in direct tax aims at enables you to have deep insights into the rules and regulations related to taxation in India. It also provides you with the basic understanding of taxation.**

**Objectives**

1. To bequeath the candidates with comprehensive knowledge of Direct tax.
2. To ensure that the candidates after their training, will be allow to practice in the fields of direct taxation.
3. To empowers students in gaining an overview of the Indian tax regime, fundamentals and taxation Calculation of income tax and its various brackets.
4. Course structure is thus designed with the aim of letting students gain the utmost knowledge of the field, and apply it in their career.

**This course is offered to**

- All final years students are eligible to opt for this course.
- Compulsory for B.com final year students.

**Mode of Assessment and Weightage**

Actual Attendance	10
Assignment	30
Practical	60
Total	100

## Course content

Module-1	Definitions under the Income Tax act, 1961 <ul style="list-style-type: none"><li>• Introduction to Income Tax</li><li>• Residential Status of an assessee</li></ul>	4 Hours
Module-2	Exempted Income u/s. 10 and permissible deduction from Gross Total Income (applicable to individuals, HUF, Firms AOP)	4 Hours
Module-3	Heads of income & exemptions and deductions <ul style="list-style-type: none"><li>• Income from salary</li><li>• Income from house property</li><li>• Income from business and profession</li><li>• Capital gains</li><li>• Income from other sources</li></ul>	6 Hours
Module-4	Aggregation of Income <ul style="list-style-type: none"><li>• Set off and carry forward of losses</li><li>• Deemed Incomes and Clubbing of Incomes</li><li>• Deductions out of Gross Total Income</li><li>• Schedule of Tax liability</li><li>• Rebates and Relief</li></ul>	4 Hours
Module-5	Assessment procedure and provisions relating to payment of advance tax under Income Tax Act. <ul style="list-style-type: none"><li>• Computation of Income and Determination of Tax Liability( individual, HUF, Firm)</li></ul>	6 Hours
Module-6	<ul style="list-style-type: none"><li>• Litigation Management (Assessment / Appeal / Offences)</li><li>• Income tax authorities</li><li>• Deduction and Collection of tax</li><li>• Validity of Scrutiny Notice</li><li>• Information Collect, Documents</li></ul>	4 Hours

	<p>Collect- What to Send and What Not?</p> <ul style="list-style-type: none"> <li>• Reply to Questions Under Income Tax Law, Assessment Order (Tax, Interest, Penalty)</li> <li>• Commissioner Appeal Filing (How to File the Appeal before Commissioner's Appeal, Appeal Process, Documents to Submit, How to Handle Litigation before Commissioner's Appeal, Rules and Regulations of Appeal- Process, Documents)</li> <li>• Income Tax Appellate Tribunal (How to File the Appeal before Income Tax Appellate Tribunal, Appeal Process, Documents to Submit, How to Handle Litigation before Income Tax Appellate Tribunal, Rules and Regulations of Appeal- Process, Documents)</li> </ul>	
Module-7	<p>Procedure for assessment, e-Filing of returns</p> <ul style="list-style-type: none"> <li>• Permanent Account No</li> <li>• Filing and submission of TDS form</li> <li>• Computation and Payment of TDS, Generating TDS Challans and Filing of TDS Returns.</li> <li>• E TDS Return filing Practical Training</li> <li>• E TDS software Income Tax return filing techniques</li> <li>• Computerized generation of forms(49A,12BA,16,ITNS 280,ITR1,ITR2, 143(1))</li> </ul>	6 Hours
		34 Hours