

**CERTIFICATE COURSE IN INCOME TAX FILING AND DOCUMENTATION**  
**PAPER CCIT1: BASICS OF INCOME TAX LAW**

MAX. MARKS: 100

**EXTERNAL: 70**

**INTERNAL: 30**

PASS: 40%

**Credits: 6**

**Objective:**

To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules.

**SECTION A**

**Unit-1**

Income Tax Law: An introduction, important definitions in the Income Tax Act, 1961 and related terminology, Basis of Charge and Rates of Tax. Residential status and scope of total income. Incomes which do not form part of total income (other than charitable trusts and institutions, political parties and electoral trusts).

**Unit-2**

Basic Understanding of following heads of income

- Salary
- Income from house property

**Unit-3**

Basic Understanding of following heads of income

- Capital gains
- Income from other sources

**Unit-4**

Basic Understanding of following heads of income

- Profits and gains of business or profession(including understanding provisions of section 44AB, 43B and presumptive taxation schemes u/s 44AD, 44ADA and 44AE)
- Set and Carry forward of losses

## SECTION B

### Unit-5

Deductions from gross total income : Deductions in respect of certain payments:  
Deduction under sections 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80DDB, 80E, 80EE, 80EEB,  
80G&  
80GG. Specific deductions in respect of certain income: 80QQB, 80TTA, 80TTB & 80U.

### Unit-6

Computation of total income and tax liability of individuals (excluding Non-Resident)

#### Suggested readings:

1. Singhania, Vinod K. and Monica Singhania. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
3. Sekhon, Shailinder, *The Income tax laws...A Simple Guide to Theory*, Sumirat publication..

#### Journals

1. *Income Tax Reports*. Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*. Taxman Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*. Current Tax Reporter, Jodhpur.

#### Software

1. Vinod Kumar Singhania, *e-filing of Income Tax Returns and Computation of Tax*, Taxmann Publication Pvt. Ltd, New Delhi. Latest version
2. 'Excel Utility' available at [incometaxindiaefiling.gov.in](http://incometaxindiaefiling.gov.in)

**PAPER CCIT2 TAX ACCOUNTING AND DOCUMENTATION FOR E-FILING AT  
INCOME TAX PORTAL**

**MAX. MARKS: 100**

**EXTERNAL: 70**

**INTERNAL: 30**

**PASS: 40%**

**Objective:**

**Credits: 6**

Develop a detailed understanding in the students mind regarding documents, records, books of accounts and tax returns, and the requirement for the payment of Income Tax using computer hardware and software packages in a business set-up.

**TAX ACCOUNTING AND DOCUMENTATION FOR E-FILING AT  
INCOME TAX PORTAL.**

**SECTION A**

**Unit-1**

Conceptual knowledge of documents related to filing of returns:-Knowledge of Form no 16, 16A, 15G,15 H 26AS, TIS(Tax Payer Information Summary) and Annual Information System (AIS) and its cross verification with relevant financial information.

**Unit-2**

Understanding of financial statements like Balance Sheet, Trading and Profit and loss Account.

**SECTION B**

**Unit-3**

Awareness in regards to the Income Tax e-filing portal and other concepts like PAN application, PAN updating, Aadhar linking, Intimation, Revised , Belated and updated returns etc.

**Unit-4**

Conceptual knowledge of Form No 49A and 49B and their relevant data fields. Knowledge of different income tax return forms like ITR 1, ITR2, ITR3, and ITR 4 and their relevant data fields.

**Unit-5**

Awareness regarding provisions for deposit of Advance tax, tax deduction at source and introduction to tax collection at source. Deposit of income tax challan for self-assessment tax, advance tax and TDS.

**Suggested Readings:**

1. Manoharan, T. N. *Students Handbook on Income Tax Law*. Snow White Publications
2. Mehrotra, H. C. *Income Tax Law and Accounts including Tax Planning*. Sahitya Bhawan Publications.

3. Narang and Gaur. *Income Tax*. Himalaya Publishing House.
4. Prasad, B. *Direct Taxes - Law and Practices*. Wishwa Prakashana
5. Singhania, Vinod K and Singhania, Kapil. *Direct Tax Planning and Management*. Taxman.
6. Singhania, Vinod, K. *Direct Taxes - Law and Practices*. Taxman Publications.

**Note: Latest edition of text books may be used.**

**PAPER CCIT3**  
**PROJECT REPORT**  
**Credit 6**

1. The student will submit the e-filing return project report to the University on the topic specifically allotted to the student in the format mentioned below within a period of 3 months from the date of the allotment of the topic.
  
2. Assessment of the performance of the student will be based on e-filing return project report submitted to the University by the student.

E-file return

Two e file return with imaginary figure should be submitted. The main purpose of this submission is to aware the students about practical or hand on practice of e-file return so that students can file their return independently.