

संत गाडगे बाबा अमरावती विद्यापीठ
SANT GADGE BABA AMRAVATI UNIVERSITY

वाणिज्य विद्याशाखा
(Faculty of Commerce)

अभ्यासक्रमिका
कर निर्धारण पदविका परीक्षा २०१३

PROSPECTUS
OF
DIPLOMA IN TAXATION
EXAMINATION 2013



2012

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SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI**SPECIAL NOTE FOR INFORMATION OF THE STUDENTS**

- (1) Notwithstanding anything to the contrary, it is notified for general information and guidance of all concerned that a person, who has passed the qualifying examination and is eligible for admission only to the corresponding next higher examination as an ex-student or an external candidate, shall be examined in accordance with the syllabus of such next higher examination in force at the time of such examination in such subjects papers or combination of papers in which students from University Departments or Colleges are to be examined by the University.
- (2) Be it known to all the students desirous to take examination/s for which this prospectus has been prescribed should, if found necessary for any other information regarding examinations etc., refer the University Ordinances Booklet the various conditions/provisions pertaining to examination as prescribed in the following Ordinances.

Ordinance No. 1	:	Enrolment of Students.
Ordinance No. 2	:	Admission of Students
Ordinance No. 4	:	National cadet corps
Ordinance No. 6	:	Examinations in General (relevant extracts)
Ordinance No. 18/2001	:	An Ordinance to provide grace marks for passing in a Head of passing and Improvement of Division (Higher Class) and getting Distinction in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute NO.18, Ordinance 2001.
Ordinance No. 9	:	Conduct of Examinations (relevant extracts)
Ordinance No. 10	:	Providing for Exemptions and Compartments
Ordinance No. 19	:	Admission of Candidates to Degrees.

Ordinance No. 109	:	Recording of a change of name of a University student in the records of the University.
Ordinance No. 6/2008	:	For improvement of Division/Grade.
Ordinance No.19/2001	:	An Ordinance for Central Assessment Programme, Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance 2001.

Dineshkumar Joshi

Registrar

Sant Gadge Baba Amravati University

PATTERN OF QUESTION PAPER ON THE UNIT SYSTEM

The pattern of question paper as per unit system will be broadly based on the following pattern.

- (1) Syllabus has been divided into units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type or a short answer type.
- (2) Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.
- (3) For every question long answer type or short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
- (4) Division of marks between long answer and short answer type question will be in the ratio of 40 and 60.
- (5) Each short answer type question shall Contain 4 to 8 short sub question with no internal choice.

SANT GADGE BABA AMRAVATI UNIVERSITY

Faculty of Commerce

% ORDINANCE NO. 156.

Examinations leading to the Diploma in -

- (i) **Financial Management** (आर्थिक प्रबंध पदविका)
- (ii) **Industrial Relations and Personnel Management** (औद्योगिक संबंध व व्यक्तिगत प्रबंध पदविका)
- (iii) **Marketing Management** (विपणन प्रबंध पदविका)
- (iv) **Taxation** (कर निर्धारण पदविका)
- (v) **Office Management** (कार्यालय प्रबंध पदविका)
- (vi) **Farm Management** (शेती प्रबंध पदविका)
- (vii) **Cost and Management Accountancy** (परिव्यय आणि व्यवस्थापन लेखे पदविका)
- (viii) **Advanced Banking and Finance** (उच्च अधिकोषण आणि वित्त पदविका)
- (ix) **Export and Import Management** (आयात आणि निर्यात प्रबंध पदविका),
- (x) **Public Relations** (जनसंपर्क पदविका), and
- (xi) **Actuarial Science.**

1. The Examination leading to the Diploma in (i) Financial Management, (ii) Industrial Relations and Personnel Management, (iii) Marketing Management, (iv) Taxation, (v) Office Management, (vi) Farm Management, (vii) Cost and Management Accountancy (viii) Advanced Banking and Finance, (ix) Export and Import Management, (x) Public Relations, and (xi) Actuarial Science shall be held annually at such places and on such dates as may be appointed by the Board of Examinations.

2. Subject to compliance with the provisions of this Ordinance and of any other Ordinances in force from time to time, an applicant for admission to the examination shall have :

(i) For Diplomas excluding Actuarial Science :

obtained a Bachelor's Degree of this University or of any other Statutory University whose Degree is recognized as equivalent thereto by Sant Gadge Baba Amravati University.

% As made by the Executive Council, dated 20-3-1978, and amended by the Executive Council, dated 29-7-1978, 5-8-1978, and further amended by Ordinance Nos. 3 of 1990, 20 of 1992, 4 of 1997, 9 of 1999, and 5 of 2006.

Effective from the Academic session 2005-06.

For Diploma in Actuarial Science :

obtained a Bachelor's Degree in faculty of Commerce or Degree of Bachelor of Science / Degree of Bachelor of Arts with Mathematics and /or Statistics, of this University or of any other Statutory University whose Degree is recognised as equivalent thereto by Sant Gadge Baba Amravati University; and

- (ii) prosecuted a regular full time course of study for not less than one academic year or a regular part time course of study (extending over an academic year) in a College or Department recognised for the purpose by the University.

Provided that such an applicant shall be either sponsored by his employer or he must have an experience as Junior Executive in Industry or Business or Government Service and keen desire to pursue this course.

Provided further that subject to requirements of admission indicated above, some fresh graduates may be admitted to this course on merit and in accordance with the rules of the University.

- 3. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examinations in General, the provisions of Paragraphs 5, 8, 10, 27 and 32 of the said Ordinance shall apply to every Collegiate candidate.
- 4. The fee for the examination shall be as per Ordinance No. 12.
- 5. An applicant for the examination prosecuting a regular course of study to the Diploma Course shall not seek admission to any other academic course in this or any other University.
- 6. (i) The examination for the Diploma course shall comprise four papers of 100 marks each.
- (ii) The 100 marks shall be distributed as follows :-

	Marks
(a) Written Examination	80
(b) Sessional/Practical	20

Note :- Sessional/Practical marks shall be awarded by the Head of the College/ Department in consultation with the teachers and shall be based on :-

- (i) Terminal Examination,
- (ii) Case Studies, Project Report and Factory Visits etc.,
- (iii) Assignment, and Term Report shall be based on (i), (ii) and (iii) above.

7. The scope of the subjects shall be as indicated in the Syllabus.
8. The Papers, Practical/Sessional, College Assessment in which a candidate is to be examined and the maximum marks which each Paper and College Assessment in Practical/Sessional carries and the minimum marks which an examinee must obtain in order to pass the Examination are detailed in Appendix-A* provided that the Papers, Practical/Sessional College Assessment in which a candidate is to be examined and the maximum Marks which each paper and College Assessment in Practical/Sessional carries and the minimum which an examinee must obtain in order to pass the Examination in Diploma in Marketing Management (विपणन प्रबंध पदविका) Shall be as detailed in Appendix- B.
9. An examinee who is unsuccessful at the examination shall be eligible for admission to the examination on payment of a fresh fee prescribed for the examination together with an ex-student fee shall be as per Ordinance No.12 and on compliance with the conditions of the Ordinance in force from time to time.
10. An examinee who has failed at the Sessional/Practical examination only shall be required to register himself afresh for doing the Sessional/Practical work again in the College/ Department concerned in the subject or subjects in which he so failed, on payment of a fresh annual sessional fee shall be as per ordinance No. 12. Such registration shall be done on or before the 16th August of the academic year, at the end of which his Sessional/Practical marks are to be submitted. The Head of the Department/College, shall, on being satisfied about the completion of the Sessional/Practical of such a candidate, send the fresh Sessional/Practical marks to the University and these fresh Sessional/Practical marks shall be taken into consideration for computing his result at the examination.
11. (i) Successful examinees obtaining 60% or more marks in the aggregate at the examination shall be placed in the First Division and those obtaining less than 60% but not less than 50% in the Second Division.
(ii) Successful examinees obtaining 70% or more marks in the aggregate at the examination shall be declared to have passed the examination with Distinction.
12. Provisions of Ordinance No. 18 of 2001 relating to an Ordinance to provide grace marks for passing in a head of passing and improvement of Division (Higher Class) and getting distinction in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute No. 18, Ordinance, 2001 and of Ordinance No.10 relating to providing for Exemptions and Compartments shall apply to the examination under this Ordinance.

13. As soon as possible after the examination but not later than 30th June next following the Board of Examinations shall publish a list of successful examinees.
14. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to this examination if he has already passed the same examination or an equivalent examination of any other Statutory University.
15. A successful examinee shall receive a Diploma in the prescribed form, signed by the Vice-Chancellor.

* * * * *

APPENDIX - A

Examinations leading to the Diploma in -

- (i) **Financial Management** (आर्थिक प्रबंध पदविका)
- *(ii) **Industrial Relations and Personnel Management** (औद्योगिक संबंध व व्यक्तिगत प्रबंध पदविका)
- (iii) **Taxation** (कर निर्धारण पदविका)
- *(iv) **Office Management** (कार्यालय प्रबंध पदविका)
- *(v) **Farm Management** (शेती प्रबंध पदविका)
- *(vi) **Cost and Management Accountancy** (परिव्यय आणि व्यवस्थापन लेखे पदविका)
- *(vii) **Advanced Banking and Finance** (उच्च अधिकोषण आणि वित्त पदविका)
- *(viii) **Export and Import Management** (आयात आणि निर्यात प्रबंध पदविका)
- *(ix) **Public Relations** (जनसंपर्क पदविका), and
- (x) **Actuarial Science.**

Subject/ Paper Assessment	Theory/Practical/ Sessional/ College	Maximum Marks	Minimum Pass	
Paper-I	Theory Paper	80	32	50
	Practical/Sessional/College Assessment	20	10	
Paper-II	Theory Paper	80	32	50
	Practical/Sessional/College Assessment	20	10	
Paper-III	Theory Paper	80	32	50
	Practical/Sessional/College Assessment	20	10	
Paper-IV	Theory Paper	80	32	50
	Practical/Sessional/College Assessment	20	10	

- Note :** (1) Minimum marks for passing in paper as a whole including Theory and Practical/Sessional or for passing at the Sessional in a paper shall be 50%.
- (2) Minimum pass marks for theory part of a paper shall be 40%
- (3) Minimum aggregate marks for passing the examination as a whole shall be 50%

* Syllabus is not ready.

=% APPENDIX - B

Examination for Diploma in Marketing Management
(विपणन प्रबंध पदविका)

Subject/ Paper Assessment	Theory/Practical/ Sessional/ College	Maximum Marks	Minimum Pass	
Paper-I	Theory Paper	80	32	50
	Practical/ Sessional/College Assessment	20	10	
Paper-II	Theory Paper	80	32	50
	Practical/ Sessional/College Assessment	20	10	
Paper-III	Theory Paper	80	32	50
	Practical/ Sessional/College Assessment	20	10	
Paper-IV	Theory Paper	80	32	50
	Practical/ Sessional/College Assessment	20	10	
Paper-V	Theory Paper	80	32	50
	Practical/ Sessional/College Assessment	20	10	
Paper-VI	Theory Paper	80	32	50
	Practical/ Sessional/College Assessment	20	10	

- Note :-** (1) Minimum Marks for passing paper as a whole including Theory and Practical/Sessional or for passing at the Sessional in a paper shall be 50%.
- (2) Minimum pass Marks for Theory part of a paper shall be 40%
- (3) Minimum aggregate Marks for passing the Examination as a whole shall be 50%.

* * * * *

% Effective From Academic Session 1993-94

**SYLLABUS
PRESCRIBED FOR
DIPLOMA IN TAXATION**

Paper- I

DIRECT TAXES

Marks : 80

Objective :- To impart knowledge about the concepts, provisions and justification of Income Tax and Wealth Tax in India.

- Unit –I :-
- a) Charge of Income Tax, Important definitions, Agricultural Income.
 - b) Residence and Tax liability.
 - c) Income exempt from Income Tax.
 - d) Heads of Income viz-salary, House property, profits and gains of Business of profession, capital gains and Income from other sources, and simple problems thereupon.
 - e) Deduction to be made in computing total income.
 - f) Depreciation.
 - g) Set off and carry forward of losses.

Unit – II :- Computation of Total income of – a) Individual b) Firm
Computation of Tax liability of Individuals and Firms

- Unit – III:-
- a) Computation of Total Income of Co.& Tax liability on companies.
 - b) Income Tax authorities.
 - c) Procedure for Assessment.
 - d) Penalties, offences and Prosecution.

Unit – IV. :-

- 4.1 a) General introduction of the Act., b) Definitions, c) Charge of Wealth Tax., d) Exemptions in respect of certain assets, e) Deemed Assets, f) Valuation of assets, g) Tax of deceased person payable by local representative, h) Assessment of Hindu undivided Family i) Payment and recovery of Wealth Tax j) Rectification, Penalties and Prosecution Appeals k) Revision by Commissioner, Power of Commissioner to revise orders of subordinate authorities.

4.2 Problems of computation of Net Wealth –

- a) Companies b) Individual.

4.3 Professional Tax Act 1975

4.4 Fringe Benefit Tax.

BOOKS RECOMMENDED

- Singhanian, Vinod K. : Direct Taxes – Law and Practice, Taxmann Publications Ltd., New Delhi.
- Singhanian, Vinod K. : Direct Taxes – Planning and Management, Taxmann Publications Ltd., New Delhi.
- Pagare, Dinkar : Tax Laws, Sultan Chand & Sons, New Delhi.
- Pagare, Dinkar : Law and Practice of Income Tax, Sultan Chand & Sons, New Delhi.
- Sugandha, S., Soundarajan, S. and Sundhara Bahu : Income Tax Law and Practice, S.Chand & Co. Ltd., New Delhi.
- Prashad, Bhagwati : Direct Taxes – Law and Practice, Wishwa Prakashan, New Delhi.
- Mehrotra H. C. and Goyal S. P. : Income Tax Law and Practice including Wealth Tax and Tax Planning.
- C. B. D. T. : Latest circulars issued.
- Ahuja G. K. and Ravi Gupta :- Systematic Approach to Income Tax and Central Sales Tax, Bharat Law House, New Delhi.
- Income Tax Act. 1961
- Income Tax Rules, 1962.
- Kanga & Palkhiwala :- Income Tax.
- Bhagwati Prasad :- Law and Practice of Income Tax in India.
- S. Mistry :- Direct Tax Law in Practice

Note :- The Income Tax Act and Wealth Tax Act shall be studied in detail including preparation of the returns and computation of Tax liability, so the students will be able to gain the practical knowledge in relation to these Acts. The Act shall be studied related to the academic year as assessment year.

Paper- II

INDIRECT TAXES

Marks : 80

Unit I :- Law of Central Excise : Introduction, Meaning & Characteristics of Excise duty, important definitions, Exemptions, Authorities & Powers, Penalties, Offences and Punishments, Appeals & Revision, Powers of the Board & officers, Delegation of Power, Revision by Board

& Central Govt., Tax Liabilities, Valuation of Goods, Rates of Excise duty, CENVAT and MODVAT. Introduction to service Tax, Services covered in this Act.

Unit II :- Law of Customs : Introduction, Objectives, important Definitions, Custom duty, Exemptions, Authorities & Powers, Prosecution, Appointment of officers, Powers, Penalties, offences & Prosecutions, Appeals and Revisions, Tax Liability and Valuation of Goods, Types of Customs duty, Prohibition on Importation & Exportation of Goods.

Unit III :- 3.1 Law of Central Sales Tax : Introduction, Important concepts, Sales and Deemed Sales, Inter State Sales and Intra State Sales, Sales and Purchase in the Course of Export or Import.

3.2 Liability of Tax : Registration of dealers, Rates of Tax and Taxable turnover, Levy and collection of Tax, Penalties, Cognizance of offences, Indemnity Power to make rules, Goods of Special importance, Restrictions and conditions on Sales or Purchase of Declared goods within a State.

Unit IV :- 4.1 VAT - Introduction to value added Tax, Important Concepts : Liability of Tax : Registration, Levy and collection of Tax, Penalties, Cognizance of offences, Rates of Taxes.

BOOKS RECOMMENDED

- Datey, V.S. : Indirect Taxes – Law and Practice ; Taxmann Publications Ltd., New Delhi.
- Pagare, Dinkar : Tax Laws ; Sultan Chand & Sons, New Delhi.
- Balachandran, V : Indirect Taxation ; Sultan Chand & Sons, New Delhi.
- Pagare, Dinkar : Indirect Taxation ; Sultan Chand & Sons, New Delhi.
- Gunashekar. T. : Central Excise – Procedures and Documentation ; Snowwhite Publications Ltd., Mumbai.
- Jain. P. K. : Customs Tariff Act, Excise Tariff Act and their Manuals ; Centax Publications Ltd., New Delhi.
- Agrawal S. K. : Central Sales Tax Act.
- Maharashtra State Sales Tax – Bare Act and proposed VAT Act.

Note :- The amendments made in the above Acts till the date of Study shall be considered for study purpose.

Paper- III

BUSINESS AND ECONOMIC LAWS

Marks : 80

Unit – I :- a) Indian Contract Act – 1872.

b) Sale of goods Act – 1930.

Unit – II :- a) Indian Partnership Act – 1932.

b) Negotiable Instruments Act – 1881 with amendment upto date.

Unit – III :- a) Act Relating to Economic Policies – IRDA.

b) Act for Consumer Protection – Consumer Protection Act.

Unit – IV :- a) Act Relating to Foreign Exchange – FEMA.

b) Act Relating to Intellectual Property Rights – Copyright Act and Patents Act.

BOOKS RECOMMENDED

- Datey. V.S. : Students Guide to Economic Laws ; Taxmann Publications Ltd., New Delhi.
- Kapoor, N. D. : Business and Economic Laws ; Sultan Chand & Sons, New Delhi.
- Bare Acts – Economic Laws.
- M.C.Shukla : Indian Mercantile Law ; S. Chand and Co. Delhi.
- R.H.Pandya : Principles of Mercantile Law ; N.M.Tripathi Bombay.
- Bholenath Roy : Indian commercial Law.
- Davar : Mercantile Law.
- Pandit M. S., Pandit Shobha : Business Law ; Himalaya Publishing House.
- Kulshreshtha V. D. : Business Law ; AIMA – VIKAS Management Series.
- Saravanavel P., Sumathi S. : Legal Systems in Business ; Himalaya Publishing House.

Paper- IV**ELEMENTS OF COMMERCE**

Marks : 80

Unit-I :- 1.1 Business and forms of Business Organisation.

a) Meaning and Scope of Business b) Social Responsibility of Business c) Forms of Business Organisation – One man control, Partnership Firm and Joint Stock Companies d) Comparison of various forms of Business Organisation

1.2 Trade, Banking, Transport, Insurance, Warehousing.

a) Trade – Division of Trade, Import Procedure, Export Procedure, Documents and Terms in Foreign Trade.
 b) Banking – Certain Terms of Money and Currency – Legal Tender, Cheques, ATM, Credit Card, Types of Banks, Forms of Advances, Forms of Securities, Changing Scenario of Banking.
 c) Insurance – Meaning, Need, Life Insurance and General Insurance, Commencement and Termination of Risk, Insurance Claims.
 d) Transport – Importance, Functions, Means of Transportation, Advantages and Disadvantages.
 e) Warehousing – Meaning, Importance, Different modes of Warehousing, Advantages and Disadvantages.

Unit – II :- a) Meaning and Scope of Accounting.

b) Definition, Objectives and Principles.
 c) Accounting Concept and Conventions.
 d) Kinds of Book Keeping ; Double Entry Book Keeping System.
 e) Journal, Ledger & Subsidiary Books.
 f) Preparation of Trial Balance.
 g) Rectification of Errors.
 h) Depreciation – Meaning, Straight Line Method, Reducing Balance Method.

Unit – III :- Final Accounts.

a) Financial Statements and their Nature.
 b) Trading Account, Profit and Loss Accounts and Balance Sheet.
 c) Closing Entries, Adjustment Entries.

d) Problems on Final Accounts.

e) Single Entry System – Meaning and problems on Single Entry System.

Unit – IV :- Office Automation :

4.1 Introduction to Computer.

4.2 Office Automation – concepts, devices, techniques, E – mail, LAN, Multi Media and voice and picture communication.

4.3 Introduction to DBMS – Report Generation and use of Multiple files.

4.4 Computerised Accounting System – Latest Version of Tally, Audit Consideration and use of Computer System for Tax Planning, use of Computers in materials and inventory management.

BOOKS RECOMMENDED

- Anthony, R. N. and Reece, J. S. : Accounting Principles; Richard Irwin Inc.
- Gupta, R. L. and Radhaswamy, M : Financial Accounting; Sultan Chand and Sons. New Delhi.
- Monga J. R. Ahuja Girish, and Sehgal Ashok : Financial Accounting; Mayur Paper Back, Noida.
- Shukla, M. C., Grewal T.S., and Gupta, S. C. : Advanced Accounts ; S Chand & Co New Delhi.
- Compendium of Statement and Standards of Accounting ; The Institute of Chartered Accountants of India, New Delhi.
- Agarwala A. N., Agarwala K. N. : Higher Sciences of Accountancy ; Kitab Mahal, Allahabad. (Hindi and English)
- Ashok Banerjee : Financial Accounting ; Excel Books, New Delhi – 110 028.
- N. Vinayakam, P.L.Mani, K.L.Nagarajan : Principles of Accountancy ; Eurasia Publishing House (Pvt.) Ltd., New Delhi – 110 055.
- R.R.Gupta : Advanced Accountancy.
- Jain, Narang (Kalyanipulli) : Advanced Accountancy.
- William Pickles : Accountancy.
- A. Mukherjee, M. Hanif : Modern Accountancy ; Tata McGraw Hill Publishing Co. Ltd.
- P.C.Tulsian : Accountancy ; Tata McGraw Hill Publishing Co. Ltd.

- Monga, Gandhi, Kadu : Advanced Accounts ; National Publishing House.
- S. Chakravorti : Advanced Accounting.
- Jain S. K & Jain S. C. : Business Organisation and Office Management.
- Sarders : Computer Today ; Mc. Graw Hill, Pub.
- Baroce : Introduction to Computer Science ; McGraw Pub.
- Agarwala Kamlesh. N. and Agarwala Deeksha : Business on the Net – Introduction to E – Commerce ; Macmillan India, New Delhi.
- Date C. J. :- An Introduction to Database Systems, Addison Wesley, Massachusetts.
- Dienes, Sheila S :- Microsoft office, Professional for Windows 95; Instant Reference; BPB Publication, Delhi.
- Norton, Peter :- Working with IBM-PC, BPB Publication, Delhi.
- Ullman, J. O. :- Principles of Database Systems, Galgotia Publications, New Delhi.
- Moseley / Boodey :- BPB- MS- Office 2000
- Courter :- BPB- MS-Office 2000.
- Mans field Ron :- The Compact Guide to Microsoft Office, BPB Publication, Delhi.

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