

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



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PART – TWO

Thursday, the 14th June, 2018

NOTIFICATION

No. 51 /2018

Date : 14/06/2018

Subject :- Introduction of new syllabus of the course Diploma in Taxation in the faculty of Commerce & Management

It is notified for general information of all concerned that, the authorities of the University have approved to introduce new syllabus of the course Diploma in Taxation in the Faculty of Commerce & Management from the academic session 2018-2018 & onwards, which is appended (Appendix-A) with this notification.

The scheme of examination and other provisions shall be as per relevant ordinances / Regulations.

It is further notified of all concerned that, the authorities of the University have provided three (3) additional chances to the failure students of old course of Diploma in Taxation

Sd/-
Registrar
Sant Gadge Baba Amravati University

Appendix - A

P.G. Diploma in Taxation Paper-I Direct Taxes

Marks: 80

Objective : To impart knowledge about the concepts, provisions and jurisdiction of Income Tax and Tax Planning in India

Unit – I

- 1.1 Important definitions, heads of income, charge of income tax, incomes exempted from tax, deductions from income, Residence & income tax liability, provisions related to Set-off & Carry forward of Losses.
- 1.2 Computation of Total Income and income tax of an individual
 - a. Salary
 - b. House Property
 - c. Capital Gain
 - d. Income from other sources

Unit-II

- 2.1 Professional Tax Act 1975
- 2.2 Fringe Benefits Tax
- 2.3 Computation of Total Income and Income Tax from Firms

Unit –III

- 3.1 Computation of Total Income and Income Tax from Company. Simple problems
- 3.2 Provisions of MAT under Section 15 JB & simple problems

Unit – IV

- 4.1 Income tax Authorities
- 4.2 Procedure for assessment
- 4.3 Penalties, Offences & Prosecution
- 4.4 Tax Planning and Management related to individuals, Firms, and companies (excluding problems)

Books Recommended:

- *Singhania vinod K: Direct Taxes- Law and Practices, Taxmann Publication Ltd., New Delhi
- *Singhania vinod K: Direct Taxes- Planning and Management, Taxmann Publication Ltd., New Delhi
- *Mehrotra H.C. and Goyal S.P.: Income Tax Law and Practice, Sahitya Bhawan Publications, Agra
- *Mehrotra H.C. and Goyal S.P. : Corporate Tax Planning and Management, Sahitya Bhawan Publications, Agra
- *Ahuja G.K. and Gupta Ravi – Systematic Approach to Income Tax and Central Sales Tax, Bharat Law House New Delhi.
- Pagare Dinkar- Direct Tax Laws, Sultan Chand & Sons, New Delhi.
- Pagare Dinka – Law and Practice of Income Tax, Sultan Chand & Sons, New Delhi.
- Income Tax Act. 1961
- Income Tax Rules 1962
- Kanga & Palkhiwala – Income Tax.
- Bhagwati Prasad- Law and Practice of Income Tax in India
- C.B.D.T. : Latest Circulars issued

Note:- The Income Tax Act and Tax Planning Management 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 Tax : Goods and Services Tax

Objective: To impart knowledge and practical acumen about the concepts, provisions and jurisdiction of the indirect tax in India with special reference to Goods and Services Tax recently implemented replacing most of the indirect taxes.

Unit – I

- 1.1 Definitions
- 1.2 Meaning & Scope of Supply
- 1.3 Time & Value of Supply
- 1.4 Time & Value of goods
- 1.5 Time & Value of services

Unit - II

- 2.1 Rate of tax in respect of supply of services
- 2.2 Value of Supply
- 2.3 Levy of, and exemption from tax
- 2.4 Levy and collection of Central / State Goods & Services Tax
- 2.5 Composition levy
- 2.6 Taxable person
- 2.7 Power to grant exemption from tax
- 2.8 Remission of tax on supplies found deficient in quantity
- 2.9 Input tax credit

Unit – III

- 3.1 Registration
- 3.2 Cancellation of registration and revocation of cancellation
- 3.3 E-way Bill
- 3.4 Payment of tax, Interest, Penalty and other amounts
- 3.5 Tax deducted at source

Unit –IV

- 4.1 Accounts & Records
- 4.2 Period of Retention of Accounts
- 4.3 Tax Invoice, Credit and debit note
- 4.4 Furnishing details of outward supplies
- 4.5 Furnishing details of inward supplies
- 4.6 Returns : first Return, Annual Return, Final Return
- 4.7 Levy of Late Fee
- 4.8 Tax Return Preparers

Books Recommended:

1. GST – How to meet Your Obligations, Gupta SS, Taxman Publishers, New Delhi.
2. GST Manual, Gupta SS, Taxman Publishers, New Delhi.
3. GST Tariff, Gupta SS, Taxman Publishers, New Delhi.
4. GST Kanun, Taxman Publishers, New Delhi.
5. Datey VS, Make Your Business GST Ready, Taxmann Publication Pvt. Ltd., New Delhi.
6. CA Mohd. Salim, GST on Services , Taxmann Publication Pvt. Ltd., New Delhi.

Note:- The Amendments made in the above Act Till the date of study shall be considered for study shall be considered for study purpose.

Paper-III BUSINESS AND ECONOMIC LAWS

Note: - All the Enactments should be learnt in the light of the latest Amendments.

Unit-I

- a. Indian Contract Act – 1872
- b. Sales 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 Publication Ltd., New Delhi.
- Kapoor D.N. – Business Economic Laws; Sultan Chand & Sons, New Delhi.
- Bare Acts- Economic Laws
- Shukla M.C.- Indian Mercantile Law; S. Chaand and Co., New Delhi.
- Pandya R.H. – Principles of Mercantile Law;
- Pandit M.S. , Pandit Shopa – Business Law AIMA-VIKAS Management Series
- Sarvanavel P. , Sumathi S.: Legan Systems in Business; Himalaya Publishing House.
- Bholanath Roy- Indian Commercial Law

Paper – IV
Elements of Commerce

Unit-I

- 1.1 a. Business and Forms of Business Organization
b. Social responsibility of Business
c. Forms of Business Organization – one man control, Partnership firm
and Joint Stock Companies
d. comparison of Various forms of Business Organizations
- 1.2 Trade Banking, Transport, Insurance, Watrehousing
a. Trade – Division of Trade, Import Procedure, Export Procedure,
Documents and Terms of Foreign Trade.
b) Banking – certain terms of money and currency – Legal Tender,
Cheques, ATM, Credit Cards, RTGS, NEFT, Forms of Advances,
Form of Securities.
c. Insurance – Meaning, Need, Life Insurance and General Insurance,
Commencement and Termination of Risk, Insurance claims.
d. Transport – Importance, Functions, Means of transportation, Advatages 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 Concepts and Conventions.
d. Kinds of Book Keeping, Double Entry Book Keeping
e. Journal, Ledger and 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 Account and Balance Sheet
c. Closing Entries and Adjustment Entries
d. Problems on Final Accounts.
e. Single Entry System – Meaning and Problems on Single Entry System

Unit- IV

- 4.1 Introduction to Computer
4.2 Office Automation
4.3 Introduction to DBMS – Report Generation and use of Multiple files

4.4 Computerized Accounting System – Latest version of Tally, EXCEL, Audit Consideration and use of Computer System for Tax Planning, Use of Computers in Material 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 elhi
- Monga J.R., Ahuja Grish and Dehgal Ashoak: 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.
- Agrawal A.N., Agrawal K.N. : Higher Sciencess of Accountancy; Kitab Mahal Allahabad
- Banarji Ashok: Financial Accountinh; Excel Books ,New Delhi
- R.R. Gupta : Advanced Accountancy:
- Jain and Narang : Advanced Accountancy ; Kalyani
- A. Mukherjee, M. Hanif: Modern Accountancy; Tata McGraw Hill Publishing Co. Ltd.
- Tulsian P.C.: Accountancy; Tata McGraw Hill Publishing Co. Ltd.
- Monga Gandhi , Kadu: Advanced Accounts; National Publishing House,
- Jain S.K. & Jain S.C. : Business Organization and Office Management
- Sarders: Computer Today; McGraw Hill, Pub.
- Baroce: Introduction to Computer Scince; 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 System Addison Wesley, Massachusetts.
- Dienes , Shelia S. : Microsoft Office, Professional for Windows 95; Instant Reference; BPB Publication , Delhi
- Norton, Peter : Working with IBM-PC, BPB Publication, New Delhi
- Ullman J.O.: Principles of Database Systems, Galgotiaa Publications, New Delhi.
- Moseley/ Boodey: BPB- MS-Office 2000
- Courter: BPB-MS-Office 200
- Mans field Ron: The Compact Guide to Microsoft Office, BPB Publication, New Delhi
- Jain S.P. : Advance Accountancy Kalyani Publication, New Delhi
- Porwal L.S.: Accounting Theory; Tata McGraw-Hill Publishing Company Ltd. New Delhi.
- Shurma M.L. Bharjwaj D.K. & Biyani Sanjay: Fundamentals of Accounting; Ramesh Book Depot, Jaipur.
- Lal Jawahar & Srivastava Seema : Financial Accounting Principles and Practices; S. Chand & Co. Ltd., New Delhi
- Dr. J.D. Gupta, Dr. S.S. Chandak & Ladhe P.N. : Advanced Accountancy; Balaji Publication, Nagpur
- Maheshwari S.N. Maheshwari S.K. : An Introduction to Accountancy, Vikash Publishing House Pvt. Ltd., New Delhi
- Gordon E. & Natarajan K.: Banking Theory Law and Practice; Himalaya Publishing House, New Delhi
- Sinha Ram Kumar : Banking & E-Services; Pacific Books International, Delhi.
- Agrawal O.P. Principles & Practice of Banking and Insurance; Himalaya Publishing, New Delhi.