

Post- Graduate Diploma in Taxation (PGDIT)



Effective from Academic Year (2020-2021)

Shri Govind Guru University

Godhra

www.sgggu.ac.in

- ❖ **Course Title:** Post Graduate Diploma in Taxation (PGDIT)
- ❖ **Admission Eligibility:** Any Candidate who has cleared his / her graduation in commerce, management and law stream from the recognized University in India with minimum of 40% Marks. Preference will be given to a candidate having passed his / her examination at first attempt.
- ❖ **Objectives:**
 - To develop knowledge and understanding the skill in taxation.
 - To train students in the process of ascertaining taxable income tax planning, ax procedure & tax management.
 - To familiarize the students with tax, accounting, tax software and tax collection methods and procedures.
- ❖ **Duration of the course:** 1 Year
- ❖ **Tenure:** June to November (Sem.-I) & December to May (Sem.-II)
- ❖ **Medium of instruction:** English
- ❖ **Intake capacity:** 30
- ❖ **Level of the course:** P.G. Diploma
- ❖ **Passing Criteria:** Minimum marks in each paper to pass- 40%
- ❖ **Education Qualification of teaching staff:** Minimum Post Graduate with (Approved by government Institute)

Course Structure

r.	Course Name	Internal	External	Total	Credit
1	Income Tax	30	70	100	04
2	Goods & Service Tax	30	70	100	04
3	Accounting for Individual & Firm	30	70	100	04
4	Return filling Process of Income Tax & GST	30	70	100	04
	Total	120	280	400	16

Detailed Syllabus **Post-Graduation Diploma in Taxation**

Detailed Syllabus

Post Graduation Diploma in Taxation

Teaching Hours: 45

Credit: 4

Sub: Income Tax

Marks:70

Unit	Content	Marks
1	Basic Concepts: <ul style="list-style-type: none"> ▪ Taxation Structure of India-Difference between Direct and Indirect tax- Income - Person - Assesses - Assessment Year - Previous Year - Gross Total Income - Total Income - Exempted Income - Agricultural Income ▪ - Rate of Income Tax, Income Tax calculation- (Rates applicable for respective Assessment year) 	15
2	Income under head Salary <ul style="list-style-type: none"> ▪ Income under the head of Salaries - Provisions - Computation of Income under the head Salary ▪ Salient features, meaning of salary, Allowances and tax Liability-Perquisites and their Valuation- Deductions from salary. (Theory and Problems) Income under head House Property <ul style="list-style-type: none"> ▪ Income from House Property - Provisions - Computation income from House Property ▪ Basis of Chargeability-Annual Value-Self occupied and let out property- Deductions allowed (Theory and Problems) 	20
3	Income under head Business & Profession <ul style="list-style-type: none"> ▪ Computation of Income under the head Profits and Gains of Business and Profession ▪ Definitions, Deductions expressly allowed and disallowed (Theory and Problems) Income under head Capital Gain <ul style="list-style-type: none"> ▪ Computation of Income under the head Capital Gains (Theory and Problems) Income under head Other Sources	20
4	Deduction & Other important Concepts <ul style="list-style-type: none"> ▪ Deduction from Gross Total Income (Section 80C to 80U) ▪ TDS ▪ Advance Tax Provisions ▪ Calculation of Tax (Individual, HUF and Partnership Firm) ▪ Concept of PAN, TAN, Challan etc. 	15

Suggested Books:

Suggested Readings and Reference Books:

1. Income Tax (Direct Tax) Himalaya Publishing House (Latest Edition)
2. Taxmann's Income Tax Act (Latest Edition)

Detailed Syllabus
Post-Graduation Diploma in Taxation
Sub: Goods & Service Tax

Teaching Hours: 45
 Credit: 4
 Marks:70

Unit	Content	Marks
1	Introduction to GST <ul style="list-style-type: none"> ▪ Introduction - Stages of Evolution of Goods and Services Tax - Methodology of GST – ▪ Subsuming of taxes- constitutional background - Benefits of implementing GST- Structure of ▪ GST- Central Goods and Services Tax - State Goods and Services Tax - UTGST - Integrated ▪ Goods and Services Tax - Important concepts and definitions under CGST Act and IGST Act ▪ GSTN - HSN Code - SAC code - GST council – Structure, Power and Functions. 	15
2	Registration & Procedure <ul style="list-style-type: none"> ▪ Registration - Persons Liable for Registration ▪ Compulsory Registration ▪ DeemedRegistration ▪ Procedure for Registration ▪ GSTIN ▪ Amendment of Registration ▪ Cancellationof Registration ▪ Revocation of cancellation Types of Dealer <ul style="list-style-type: none"> ▪ Regular & Composite 	20
3	Input Tax Credit & Payment of GST <ul style="list-style-type: none"> ▪ Cascading Effect of Taxation ▪ Benefits of Input Tax Credit ▪ Manner of claiming input tax credit in different situations ▪ Computation ▪ Input service distribution ▪ Computation ▪ Recovery ofCredit ▪ Reversal of credit ▪ Utilization of Input tax credit ▪ Cases in which input tax credit isnot available ▪ Tax Invoice ▪ Unauthorized Collection of Tax ▪ Credit Notes ▪ Debit Notes - ▪ Electronic Cash Ledger ▪ Electronic Credit Ledger ▪ Electronic liability ledger ▪ Manner ofpayment of tax ▪ Tax Deduction at Source ▪ Collection of Tax at Source ▪ Refunds 	14
4	Types of Returns and Due Dates <ul style="list-style-type: none"> ▪ Furnishing Details of Supplies - Returns - ▪ Accounts and Records- Forms for above – Assessment- An overview of 	15

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| | <ul style="list-style-type: none">▪ various types of assessment | |
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Suggested Books:

Suggested Readings and Reference Books:

1. Indirect Taxes - Vinod K Singania, Taxmann's Publications, New Delhi
2. Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
3. Illustrated Guide to Goods and Service Tax- C A Rajat Mohan- Bharat Publications
4. All About GST- V S Datey- Taxmann Publications

Note: Latest Editions of the above books may be used.

Detailed Syllabus
Post-Graduation Diploma in Taxation

Sub: Accounting for Individual & Firm

Teaching Hours: 45

Credit: 4

Marks:70

Unit	Content	Marks
1	Introduction : <ul style="list-style-type: none"> ▪ Basic Concepts ▪ Accounting Terms ▪ Accounting Assumptions, Concepts and Principles ▪ Double Entry System of Accounting ▪ Golden Rules of Accounting 	15
2	Journalising <ul style="list-style-type: none"> ▪ Introduction ▪ Recording of Business Transaction ▪ Recording of Transaction in Books of Original Entry/ Journal Ledger & Posting <ul style="list-style-type: none"> ▪ Ledger & Posting from Journal Entries ▪ Ledger & Posting from Subsidiary Books 	20
3	Financial Statements <ul style="list-style-type: none"> ▪ Trading and Profit Loss Account ▪ Balance Sheet ▪ Types of Assets and Liabilities included in Balance Sheet ▪ Key Takeaways ▪ Adjustments: Depreciation Effect ▪ Adjustments: Interest on Capital ▪ Adjustments: Remuneration to Partner ▪ Adjustments: Tax Provision ▪ Adjustments: Allocation of Profit ▪ Adjustments: Practical Exercise Preparation of Financial Statements using MS Excel	20
4	Accounting for Various Sectors : <ul style="list-style-type: none"> ▪ Manufacturing Unit ▪ Trading Concern Service Sector Understanding of Financial Statement <ul style="list-style-type: none"> ▪ Integration of other tax laws with Accounting ▪ Things to be considered while preparing Financial Statements 	15

Suggested Books:

Suggested Readings and Reference Books:

1. Basic Accounting (English, Paperback, PHI Learning)
2. Principles & Practice of Accounting By Dr. Vishal Saxena (Bharat Law House)

Detailed Syllabus

Post-Graduation Diploma in Taxation

Sub: Return filling Process of Income Tax & GST Teaching Hours: 45

Credit: 4 Marks:70

Unit	Content	Marks
1	E-filing of Income Tax <ul style="list-style-type: none">▪ Basic Knowledge of Income Tax E-Filing Site▪ Registration (Individual, HUF and Partnership Firm)▪ Downloading 26AS (Tax Credit Form)▪ Updating Profile (Contact Details, Address, Password etc.)▪ Linking Aadhaar with PAN▪ Pre-validating Bank with PAN▪ Basic Knowledge of ITR Forms▪ Downloading ITR Acknowledge▪ Instant PAN through Aadhaar▪ Preparing and Filing of Return (ITR-1 & ITR-3)▪ e-Verification of Return (Aadhar OTP / EVC)▪ Online Application of PAN▪ Payment of Tax (NSDL)▪ Payment of TDS (NSDL)▪ TDS Forms (24Q and 26Q Basic Only)	35
2	Return Filing process of GST Return <ul style="list-style-type: none">▪ Basic Knowledge of GST Site▪ Return Types▪ GSTR-3B▪ GSTR-1▪ CMP-8▪ GSTR-9▪ Generation of Challan▪ Registration of GST	35

Exam Pattern :

Practical Viva (After 6 Months of Internship under Professional Person)

Suggested Sites for Learning

1. <https://www.incometaxindiaefiling.gov.in>
2. <http://gstcouncil.gov.in/>

Suggested Books

1. Indirect Taxes - Vinod K Singhania, Taxman's Publications, New Delhi
2. Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
3. Income Tax (Direct Tax) Himalaya Publishing House (Latest Edition)
4. Taxman's Income Tax Act (Latest Edition)

