

Savitribai Phule Pune University
(Faculty of Commerce & Management)
Post Graduate Diploma in Taxation

(Revised From Academic Year 2020-21)

Preamble:

Higher Educational Institutes, play a crucial role in contributing towards economic, social and National Welfare. They play an important role in building an efficient and effective work force which can contribute towards National and International Growth and Development. HEI's indulge in imparting diversified knowledge to the students through traditional degree courses which are generally meant for the masses. For the ones who are desirous of learning more detailed and in-depth knowledge on specific subjects fall short of the required in-depth knowledge in the degree courses. Professional courses offered by other professional institutions are out of reach for the economically weak. Hence most of the HEI's design and offer additional Diploma courses along with the Degree courses.

With a view to help the students to acquire professional in-depth practically applicable knowledge the current course "Post Graduate Diploma in Taxation" has been designed. Universities and Educational Institutions restructure and revise the syllabus and curriculum, with a view to update and upgrade the knowledge that will be practically applicable for the students' in their future career building and career growth. Further many amendments have been made in Tax Laws in India. Many Tax Reforms have been implemented. With an endeavour to impart the latest updated knowledge to the students the current restructuring of the syllabus is undertaken.

Duration of the Course : One Year duration

Eligibility:

Candidate must be a graduate of any faculty either of this University or any other university is eligible for seeking admission to this Diploma.

Examination :

The examination shall be held at the end of every academic year on the dates to be announced by the university. It will carry 600 marks in aggregate. For Courses / Paper I to V will be carry 100 marks each and for Coursed VI, Project Report will carry 100 Marks, out of 100 marks 75 marks for project work and 25 marks for Viva-voce . Respective College will conduct Viva-Voce.

Standard and Grades of Passing:

The standard of passing for the Diploma in Taxation 50% marks in each paper. The Candidate obtaining marks between:-

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|----------------|-------------------|
| (a) 50% to 54% | - II Class |
| (b) 55% to 59% | - Higher II Class |
| (c) 60% to 69% | - I Class |

(d) 70% and above

- I Class with Distinction.

Arrangement of Teaching :

A College having Commerce & Management Faculty may be allowed to start this Diploma Depending on local convenience the classes can also be held in the evening, so that a student registered for full time job can also get opportunity to study. Faculty may be drawn from Commerce teachers and practicing Chartered Accountant and Tax Consultants.

The Course Study :

The Structure of Courses will be as under :

Paper No.	Title of the Paper	Marks
1.	Financial Accounting	100
2.	Direct Taxes- Structure and Procedure	100
3.	Direct Taxes- Structure and Procedure	100
4.	Indirect Taxes- Structure and Procedure	100
5.	Auditing and Structure and Procedure	100
6.	Project Work	100

Paper I - Financial Accounting	
Term I – Section 1	
Unit 1	1.1 Introduction to Financial Accounting 1.2 Meaning and purpose of Accounting and Financial Recording. 1.3 Distinction between Book keeping and Accounting. 1.4 Accounting Cycle 1.5 Generally Accepted Accounting Principles – Accounting Concepts and Accounting Conventions.
Unit 2	2.1 Types of Errors in Accounting 2.2 Rectification of Errors 2.3 Reconciliation of Bank Pass Book and Cash Book
Term II – Section 2	
Unit 3	3.1 Final Accounts of Profit making – Manufacturing and Trading firms. 3.2 Final Accounts of Non- Trading Organisations 3.3 Accounting of Partnership Firms – Basic Concepts 3.4 Admission, Retirement, Death of a partner 3.5 Dissolution of a partnership Firm
Unit 4	4.1 Depreciation- Meaning, Definition, Objectives and Importance 4.2 Methods of Charging Depreciation – SLM, WDV Method 4.2 Accounting Treatment and procedure of Charging Depreciation

Paper II – Direct Taxes – Structure and Procedure	
Term I – Section 1	
Unit 1	Introduction to Taxation 1.1 Introduction – Objectives - History of Income Tax in India. 1.2 Difference between Direct and Indirect Taxes 1.3 Meaning and features of Income Tax in India – 1.4 Basic Concepts in Income Tax
Unit 2	2.1 Basic Concepts in Income Tax 2.2 Residential Status and its effects on Income Tax 2.3 Incomes exempt from Tax
Term II – Section 2	
Unit 3	3.1 Income under the head “Salaries” and its computation 3.2 Income under the head Income from “House Property” and its computation
Unit 4	4.1 Income under the head “Profits and gains of business or professions” and its computation 4.2 Income under the head Income from “Capital Gains” and its computation 4.3 Income under the head Income from “Other Sources” and its computation.

Paper III – Direct Taxes – Structure and Procedure	
Term I – Section 1	
Unit 1	1.1 Residential Status and its effects on Income Tax 1.2 Incomes exempt from Tax under Income Tax 1.3 Deductions under Section 80 under Income Tax
Unit 2	2.4 Computation of Total Taxable Income for Individuals 2.5 Clubbing up of Income 2.6 Set off and carry forward of losses
Term II – Section 2	
Unit 3	3.3 Returns of Income 3.4 Advance Payment of Income Tax - Rules and Procedure – Interest and Penalty 3.5 Tax Deducted at Source
Unit 4	4.1 Income Tax Authorities and their Powers 4.2 Tax Planning 4.3 Types of Tax Planning 4.4 Difference between Tax Avoidance, Tax Evasion and Tax Exemption.

Paper IV – Indirect Taxes – Structure and Procedure	
Term I – Section 1	
Unit 1	1.1 Introduction to Goods and Service Tax Act, 2017 1.2 Basic concepts in Goods and Service Tax 1.3 Types of GST – CGST/SGST/IGST 1.4 Meaning and scope of Supply, Levy and collection of Tax. 1.5 Time and value of Supply
Unit 2	2.1 Registration Procedure under CGST and SGST 2.2 Input Tax Credit. 2.3 Filling of Returns and Assessment 2.4 Payment of Tax including under reverse charge basis 2.5 Refund under GST Act
Term II – Section 2	
Unit 3	3.1 Maintenance of Accounts and records under CGST and SGST 3.2 Composition Scheme 3.3 Various Exemptions under the GST Act 3.4 Demand and Recovery under GST
Unit 4	4.1 Introduction to IGST 4.2 Important terms and definition under IGST 4.3 Levy and Collection of Integrated Goods and Service Tax 4.4 Principles for determining the place of supply of goods and services 4.5 Zero Rated Supply

Paper V – Auditing and Audit Procedures	
Term I – Section 1	
Unit 1	1.1 Meaning and definition of Fundamental Concepts in Auditing 1.2 Nature and Scope of Audit 1.3 Advantages of Auditing 1.4 Distinction between book keeping, Accounting, Auditing and Investigation 1.5 Basic Principles governing Audit 1.6 Primary and Secondary Objectives of Audit 1.7 Types of Errors and Frauds
Unit 2	2.1 Audit Process – Meaning and procedure 2.2 Audit Programme, Audit Note Book, Working Papers 2.3 Internal Check and Internal Audit System 2.4 Vouching of Receipts and Payments, Cash Book 2.5 Verification of Assets and Liabilities 2.6 Valuation of Assets and Liabilities
Term II – Section 2	
Unit 3	3.1 Qualifications and Disqualifications of Company Auditor 3.2 Rights, Duties and Powers of Auditor 3.3 Appointment and Removal of Auditor 3.4 Types of Audit 3.5 Types of Auditor
Unit 4	4.1 EDP Audit – Meaning and Definition 4.2 Difficulties faced by Auditor in EDP Audit Environment 4.3 Audit Report, Audit Certificate – Meaning and Definition 4.4 Types of Audit Reports

List of Books Recommended :

No.	Title of the Book	Author/s	Publication	place
1.	Direct Tax, Laws & Practice	Dr. Vinod Singhanian	Taxman Publication	New Delhi
2.	Direct Taxes	Girish Ahuja & Rani Gupta	Bharat Law House	New Delhi
3.	Direct Tax, Laws & Practice	Mehrotra H C & Gupta S D	SahityaBhan Publication	Agra
4.	Direct Taxes	Gaur V P & Narang	Kalyani Publications	New Delhi
5.	Indirect Taxes	VinodSinghanian	Tasmans Publication	New Delhi
6.	Indirect Taxes	H C Mehrotra	SahityaBhan Publication	Agra
7.	Bane Act CGST, SGST, IGST	H C Mehrotra	SahityaBhan Publication	Agra
8.	Indirect Taxation	Girish Ahuja & Ravi Gupta	Bharat Law House	New Delhi
9.	Indirect Tax Laws	Dr. YogendraBangar	Aadhya Academy	Jaipur

