

PART A: INTRODUCTION

OPEN ELECTIVE SUBJECT

PROGRAM: CERTIFICATE

CLASS : UG

YEAR: 1 YEAR

SESSION : 2021-2022

SUBJECT : TAX PROCEDURE AND PRACTICE

1	COURSE CODE	081	
2	COURSE TITLE	INCOME TAX	
3	TYPE OF COURSE	ELECTIVE	
4	TOTAL CERDIT	6	
5	COURSE LEARNING OUTCOMES(CLO)	On the completion of this course student will be able- · To understand the Income Tax · To use the Income Tax in different heads · Troubleshoot, issues related to working with Income Tax · To Know about Exempted Income and Deduction from Gross Total Income	
6	TOTAL MARKS: 100	MAX. MARKS : 25 + 75	MIN. PASSING MARKS: 33

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PART B : CONTENT OF THE COURSE

INCOME TAX

TOTAL NO. OF LECTURES : 60(2 Hours / Lectures per week)

Unit	Topics	No. of Lectures
1	Income: Meaning , Types, Previous Year, Assessment Year, Assessee, Agricultural Income, Residential Status and Incidence of Tax Liabilities	12
2	Salary- Basic Salary, Types of allowances, Prerequisites- Types of prerequisites, Specified Employee, Provident Fund-Types of Provident Fund, Profit in lieu of salary, gratuity- covered by gratuity act and not covered by gratuity act, Pension- Commuted and Non Commuted, Encashment of earned Leave, Compensation for retrenchment and compensation for voluntary retirement.(Concepts only)	12
3	House Property- Annual Value- Self Occupied and let out, Deduction U/s 24 let out and self occupied house. Rules for realization of unrealised rent u/s 25 AA and Arrears of rent received u/s 25 . Income from Business and Profession- Allowed and Disallowed expenses (Conceptual framework) and Income from Profession - Gross Total earnings and allowed expenses.	12
4	Income from Capital Gain- Types of Capital Assets, Short Term and Long Term capital gain. Exemptions from capital gain u/s 54. Income from other Sources- Items incorporated as income from other Sources. (Conceptual framework)	12
5	Exempted Income, Deduction from Gross Total Income U/s 80 C to 80 U. set of and carry forward off. (Conceptual framework)	12

PARTC: REFERENCES(BOOKS)

1	Income Tax Procedure and Practice- By Dr. Mehrotra & Goel
2	Income Tax Procedure and Practice- By Dr. Grish Ahuja
3	Income Tax Procedure and Practice- By Saklecha
4	Income Tax Procedure and Practice- By V.K. Singhania

Prakash
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PART D: ASSESSMENT AND EVALUATION

Maximum Marks:	100
Continued Comprehensive Evaluation (CCE) :	25
University Exam (UE) :	75

Time : 02:00 hours

Internal Assessment : Continued Comprehensive Evaluation (CCE) :	Class Test	15
	Assignment / Presentation	10
	Total	25
External Assessment : University Exam	Section(A) : Three very short Questions (50 Words Each)	03x03=09
	Section (B) : Four short Questions (200 words each)	04x09=36
	Section C : Two Long Questions(500 words each)	02x15=30

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