

Format for syllabus development of Skill development course

Title of course- Introduction to E-Return	
Nodal Department of HEI to run course	Govt. P.G. College Deoband, Saharanpur
Broad Area/Sector-	Commerce
Sub Sector-	Accounting
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	CBDT
Aliened NSQF level	Level 4
Expected fees of the course -Free/Paid	---
Stipend to student expected from industry	1000
Number of Seats-.....	60
Course Code-.....	Credits- 03 (1 Theory, 2 Practical)
Max Marks...100..... Minimum Marks.....	40
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Paper industry, Iron Industry etc.
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Any company or CA or students can work independently as profession

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	<i>Basic of Income Tax Act 1961 and Income Tax Rules 1962</i> <i>Overview of the Five Heads of Income</i>	General	Theory	3	6
II	<i>Computation of Gross Total Income and Total Income.</i>	General	Theory	3	7
III	<i>Assessment of Income -Self Assessment and Others.</i>	General	Theory and Practical	3	15
IV	<i>Basics of MS Office, Registration for E-Filings.</i>	General & Skill	Theory and Practical	4	15
V	<i>Different forms of e -filings, Revised Return, Belated Return.</i> <i>ITAT and Tribunal, High Court, Supreme Court.</i>	General & Skill	Theory and Practical	2	15

Suggested Readings:

Suggested Digital platforms/ web links for reading- <https://www.mutualfundssahihai.com/>

Suggested OJT/ Internship/ Training/ Skill partner: HDFC Securities/ Kotak Securities/ IIFL Securities

Suggested Continuous Evaluation Methods: Question Papers are designed for theory assessment and Skill partner will design the for the skill evaluation of the students.

Course Pre-requisites:

- No pre-requisite required, Passed XII with Commerce
- To study this course, a student must have the subject Commerce. in class/12th/ certificate/diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

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