



Estd: 1962

NAAC 'A' Grade

MHRD-NIRF-28th Rank

SHIVAJI UNIVERSITY, KOLHAPUR-416 004. MAHARASHTRA

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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४. महाराष्ट्र

दुरध्वनी: (ईपीएबीएक्स) २६०९००० (अभ्यास मंडळे विभाग- २६०९०९४)

फॅक्स : ००९१-०२३१-२६९१५३३ व २६९२३३३.

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Ref.No./SU/BOS/Commerce /DIT/3128

Date :-15-07-2017

The Principal,
V. P. Institute of Management Studies & Research
Sangli

Sub:-Regarding revised Syllabi, Nature of Question Paper and Equivalence
of Diploma in Taxation (DIT) under the Faculty of Commerce.

Sir/Madam,

With reference to the subject mentioned above, I am directed to inform you that the university authorities have accepted and granted approval to the Syllabi, Nature of Question Paper & Equivalence of Diploma in Taxation (DIT) under the Faculty of Commerce.

This syllabi will be implemented from the academic year 2017-18 (i.e. from June 2017) onwards. A soft copy containing the syllabus is enclosed herewith. This said syllabi is also available on university website www.unishivaji.ac.in.

The question papers on the pre-revised syllabi of above mentioned Course will be set for the examinations to be held in Oct/November 2017 & March/April 2018. These chances are available for repeater students, if any.

You are, therefore requested to bring this to the notice of all students and teachers concerned.

Thanking you,

Yours faithfully,

Dy. Registrar

Copy to:-

- 1 Co-ordinator, Faculty of Commerce
- 2 Chairman, Co-ordinating Committee in Accountancy

For information

- 3 Appointment Section
- 4 O.E.II Section
- 5 Affiliation Section (P.G.)
- 6 Computer Centre
- 7 P.G. Admission
- 8 Meeting Section
- 9 P.G.Seminar
- 10 Eligibility Section

For information & necessary action.



Shivaji University, Kolhapur
Revised Syllabus For
Diploma in Taxation (DIT)
to be implemented from June, 2017

This course would provide the graduates in different faculties and also the diploma holder, the conceptual and practical knowledge of Direct and Indirect Taxes and would enable them to obtain meaningful prospects and career in the field of Tax Consultation.

I. OBJECTIVES

1. To equip the candidates with comprehensive and up-to-date knowledge of Direct and Indirect Taxes.
2. To ensure that the candidates after their training, will be able to practice in the fields of Direct and Indirect Taxation or effect improvements in their own organization.
3. To introduce concepts of Financial Accounting, and its Analysis and Principles of Auditing to improve the understanding in Accounting and Auditing which are the crucial areas from the view of Taxation Authorities.
4. To enable the candidates to improve their managerial and Communication Skills compiled with awareness in Computer Application.

II. DURATION OF THE COURSE :

The duration of the course is one year divided into two semesters.

III. INTAKE OF STUDENTS : 60

IV. ELIGIBILITY FOR ADMISSION :

Every candidate seeking admission to the DIT Course shall -

- a) Hold a Degree of any University in the area of -
 - i) Commerce
 - ii) Law **OR**
 - iii) A Degree in any other faculty with one year practical experience in Taxation or related fields **OR**
- b) Hold a Diploma of three years duration with two years practical experience in Taxation or related fields.

V. STRUCTURE OF THE COURSE :

The DIT course is of one year duration **divided into two semesters**. The papers, maximum marks and sessions (per week) for each of the papers will be as follows) –

Semester-I

Paper No	Title of the Paper	Univ. Exam. Marks	Internal Exam Marks	Session per week (Each of 60 minutes)
1	Income Tax Paper – I	40	10	2
2	Income Tax Paper – II	40	10	2
3	Indirect Taxes-I	40	10	2
4	Financial Accounting & Analysis-I	40	10	2
5	Organisation & Management	40	10	2
6	Computer Applications and Introduction to Tally	40	10	2
	TOTAL	240	60	12

Semester-II

Paper No	Title of the Paper	Univ. Exam. Marks	Internal Exam Marks	Session per week (Each of 60 minutes)
1	Income Tax Paper – III	40	10	2
2	Income Tax Paper – IV	40	10	2
3	Indirect Taxes-II	40	10	2
4	Financial Accounting & Analysis-II	40	10	2
5	Communication Skills	40	10	2
6	Principles of Auditing	40	10	2
	TOTAL	240	60	12

VI. INTERNAL EXAMINATION :

The internal examination for each subject per semester is of 10 marks which includes two assignments.

VII. NATURE OF THE EXAMINATION AND STANDARD OF PASSING :

1. Medium of instruction shall be English. Question paper and answer papers should be only in English language.
2. University examination shall be of 40 marks for each subject.
3. The nature of university question paper –

MODEL-A

Q.1 is compulsory carrying 14 marks.

Q.2 to Q.4 short answer questions carrying 8 marks each (any two)

Q.5 short notes 10 marks (any two).

MODEL-B

Attempt any three questions from Q.1 to Q.4, carrying 10 marks each.

Q.5 short notes 10 marks (any two).

4. The written examination will be 2 hours duration for each paper.

5. A candidate must get minimum 20 Marks in all papers, subject to the following Conditions -
- (a) The minimum standard of passing in each paper shall be 20 marks provided that candidate gets at least 40% i.e. 16 out of 40 marks in university examination and 40% i.e. 4 marks out of 10 marks in the Internal Assessment.
 - (b) The minimum aggregate standard of passing will be 50%, i.e. out of 300 marks, 150 marks should be obtained for each semester.
 - (c) Standard of Passing and Division of Class shall be as under -
Percentage of Marks Division of Class
40% but less than 50% Pass Class
50% but less than 60% Second Class
60% but less than 70% First Class
70% and more than 70% First Class with Dist.

VIII. FEES (Per year) : The fee structure for the course is mentioned below –

1. Tuition fee Rs.3,600/- (per year per student)
2. Other fee should be charged as per University rules which include admission fee, gymkhana fee, library fee, vikas nidhi etc.

IX. QUALIFICATION OF TEACHERS :

For the subjects –

1. Income Tax
 2. Indirect Taxes
- Teachers having degree of M.Phil. / CA / ICWA / ACS and at least one year UG / PG teaching experience will be eligible to teach.

For the subjects –

1. Organisation, Management and Communication Skills
 2. Finance Accounting and Analysis
 3. Computer Applications & Principles of Auditing
- Teachers having Masters Degree in Commerce with B⁺ and at least two years UG / PG teaching experience will be eligible to teach.

SEMESTER - I
PAPER – I
INCOME TAX – I

Objectives : To obtain knowledge of various provisions of the Income Tax Act 1961 and its application in Computation of Income relating to Individual.

Unit –I : Definitions under the Income Tax act, 1961 (4 lectures)

Unit – II : Residential status and Tax Liability (6 lectures)

Unit – III : Exempted Income u/s. 10 and permissible deduction from Gross Total Income (applicable to individuals) (6 lectures)

Unit – IV : Heads of income : Income from Salary, House property & other sources, Provisions relating to Computation of Total Income, & Tax Liability relating to individuals under above heads of Income. (8 lectures)

Reference Books :

1. Singhania V.K., Students Guide to Income Tax, Taxman, Delhi
2. Mehrotra H.C., Income Tax Law and Accounts
3. Dinkar Pagare, Income Tax Law and Practice
4. Prasad Bhagwati, Income Tax Law and Practice
5. Ahuja and Gupta, Systematic Approach to Income Tax

SEMESTER - I
PAPER – II
INCOME TAX – II

Objectives : To obtain knowledge of various provisions of the Income Tax Act 1961 and its application in Computation of Income relating to AOP and HUF.

Unit –I : Assessment procedure and provisions relating to payment of advance tax under Income Tax Act. (6 lectures)

Unit – II : Return of Income (6 lectures)

Unit – III : Provisions relating to Tax Deduction at Source (TDS) and Tax Collection at Source (TCS) under Income Tax Act. (6 lectures)

Unit – IV : Computation of Income and Determination of Tax Liability relating to AOP and HUF (6 lectures)

Reference Books :

1. Singhanian V.K., Students Guide to Income Tax, Taxman, Delhi
2. Mehrotra H.C., Income Tax Law and Accounts
3. Dinkar Pagare, Income Tax Law and Practice
4. Prasad Bhagwati, Income Tax Law and Practice
5. Ahuja and Gupta, Systematic Approach to Income Tax

SEMESTER - I
PAPER – III
INDIRECT TAXES-I

Unit –I : CENTRAL SALES TAX ACT 1956

Definitions, Sales and purchases in the course of interstate sales, sales and purchases outside state, Incidence and Levy of tax, Exempted interstate sales, Rates of Taxes, Registration and cancellation of Registration. (6 lectures)

Unit –II : CUSTOMS LAWS

Basic concepts of customs law, types of custom duty, valuation, customs procedures and exemptions. (6 lectures)

Unit –III : MAHARASHTRA VALUE ADDED TAX ACT 2002

Definitions, Incidence Registration and Levy of Tax, Registration Types of taxes, Schedules, Input Tax Credit, Returns. (6 lectures)

Unit –IV : MAHARASHTRA VALUE ADDED TAX ACT 2002

Penalties, Offence, Prosecution, Appeals, Assessment, Rectification, Reassessment, Tax Audit, Business Audit, Refund Audit, Sales Tax Authorities, e-filing and e-payment. (6 lectures)

REFERENCE BOOKS :

1. Indirect Taxes – V.S. Datey (Taxman)
2. Indirect Taxes – Vinod Singhania (Taxman)
3. Indirect Taxes made easy : N.S. Govindan
4. Indirect Taxes : Avdesh Oza

SEMESTER - I
PAPER – IV
FINANCIAL ACCOUNTING AND ANALYSIS-I

UNIT-I: FINANCIAL ACCOUNTING:

Introduction to accounting, Need and importance, Accounting Mechanism-Scope.
Computerised accounting-Role of Computerised Accounting and application

(6 lectures)

UNIT-II: FINANCIAL STATEMENTS:

Preparation of financial statements in Manufacturing and service organization-Purpose
and users of the statements.

(6 lectures)

UNIT-III: Accounts to be maintained as per provisions of Companies act and Income Tax act

(6 lectures)

UNIT-IV: FINANCIAL DECISIONS:

Techniques of capital budgeting-ARR, NPV,IRR,PI

(6 lectures)

BOOKS RECOMMENDED:

1. Advanced Accountancy-M.C.Shukla and T.S.Grewal
2. Advanced Accountancy-Sharma and Gupta
3. Financial Accounting-J.C.Varshney
4. Financial Accounting-Dr.Kaustubh Sontakke
5. Financial Accounting-Weygandt Kimmel

SEMESTER - I
PAPER – V : SECTION – I
ORGANISATION & MANAGEMENT

Objective : To obtain knowledge of various aspects of concept of organisation and management.

Unit –I : Concept of Organisation :

Meaning of organisation, Principles of Organisation, Organisation as a structure and function, Types of organisation, Organisation charts (Total Lecture =4)

Unit –II : Centralisation, Decentralisation and Departmentation :

Centralisation – Meaning, Concept and Importance, Decentralisation – Meaning, Concept and Importance, Difference between Centralisation and Decentralisation, Departmentation – Meaning, Concept and Basis of Departmentation, Benefits of Departmentation (Total Lecture =6)

Unit –III : Organisational Behaviour :

Organisational Behaviour - Meaning and importance, Motivation- Meaning, Types of Motivation, Techniques of Motivation. Morale - Meaning, Importance, Factors affecting Morale, Measurement of Morale, Morale and Productivity. (Total Lecture =4)

Unit –IV : Concept of Management :

Management – Meaning, Process of Management, Levels of Management, Managerial Roles (Total Lecture =3)

Planning and Decision Making :

Planning – Meaning, Process, Advantages and limitations of planning
Decision Making – Meaning, Process and methods of Decision Making
(Total Lecture =3)

Span of Management and Delegation of Authority:

Span of Management – Meaning, Concept, Factors affecting Span of Management
Delegation of Authority – Meaning, Concept, Importance, Process and Barriers in the Delegation process. (Total Lecture =4)

Books Recommended:

1. Management and Organisation – Allen
2. The Practice of Management – Peter Drucker (Allied Publication ND)
3. Organisation Behaviour – Stephen Robbins (Prentice Hall)
4. Organisation Behaviour – Ashwathapa (Himalaya Publication)
5. Management and Organisation Behaviour – P. Subba Rao (Himalaya Publication)
6. Principles of Management – T. Ramaswamy (Himalaya Publication)
7. Management Concepts and Practices – Dr.Manmohan Prasad (Himalaya Publication)
8. Principles and Practice of Business Organisation and Management – J.C. Sinha and V.N. Mugli (R.Chand & Co.)

SEMESTER - I**PAPER – VI****SECTION – I****COMPUTER APPLICATIONS AND INTRODUCTION TO TALLY****UNIT- I**

(6 lectures)

Introduction to computers- characteristics of computer, software, hardware, high level language, low level language

System Concepts – Definition, elements, characteristics, system development stages in brief.

UNIT- II

(6 lectures)

EDP – Definition, advantages and disadvantages

MIS – Concepts- definition, meaning of terms, characteristics, limitations and advantages

case study – application of MIS in industry

UNIT- III

(6 lectures)

Internet – Concepts, How internet works, browser concept, applications of internet,

e-mail creating email account receiving and sending e-mails, email attachments, email

Netiquettes, common email error messages.

UNIT –IV

(6 lectures)

Introduction Tally – Features of tally, creation of company accounts only and accounts with groups and ledgers, vouchers entry with bill wise details, interest computation

Reports – Profit and loss account, balance sheet, VAT Computation, VAT Forms and reports

Reference books:

- 1) Computer concepts and applications by D.H. Sunders
- 2) Computer today by D.H. Sunders
- 3) System analysis and Design by Awad
- 4) System analysis and Design by V.K.Jain
- 5) Management Information system by Gordon Davis (Tata McGraw hill)
- 6) Management Information system by Laudon and Laudon
- 7) Computerised Financial Accounting using tally – Rajan Chougale

SEMESTER - II

PAPER – I : INCOME TAX – III

Objectives : To obtain knowledge of various provisions of the Income Tax Act 1961 and its application in Computation of Income relating to Individual and Partnership firm.

Unit –I : Heads of Income – Income from business or profession and capital gain. (6 lectures)

Unit – II : Permissible deduction from Gross Total Income. (6 lectures)

Unit – III : Set-off and carry forward of losses & provisions relating to clubbing of Income. (6 lectures)

Unit – IV : Computation of Total Income and determination of tax liability of individual and partnership firm. Under above heads of income (6 lectures)

Reference Books :

1. Singhania V.K., Students Guide to Income Tax, Taxman, Delhi
2. Mehrotra H.C., Income Tax Law and Accounts
3. Dinkar Pagare, Income Tax Law and Practice
4. Prasad Bhagwati, Income Tax Law and Practice
5. Ahuja and Gupta, Systematic Approach to Income Tax

SEMESTER - II
PAPER – II
INCOME TAX – IV

Objectives : To obtain knowledge of various provisions of the Income Tax Act 1961 and its application in Computation of Income relating to Co-operatives Societies and Charitable Trusts.

Unit –I : Provision relating to interest payable and receivable under Income Tax Act, Prosecution under I.T. Act (6 lectures)

Unit – II : Penalties and prosecutions. (6 lectures)

Unit – III : Computation of Total income and Determination of Tax liability, relating to Co-operative societies and charitable trust. (6 lectures)

Unit – IV : Provisions relating to Tax Audit and Agricultural income under I.T. Act. (6 lectures)

Reference Books :

1. Singhanian V.K., Students Guide to Income Tax, Taxman, Delhi
2. Mehrotra H.C., Income Tax Law and Accounts
3. Dinkar Pagare, Income Tax Law and Practice
4. Prasad Bhagwati, Income Tax Law and Practice
5. Ahuja and Gupta, Systematic Approach to Income Tax

SEMESTER - II
PAPER – III
INDIRECT TAXES-II

Unit –I : CENTRAL EXCISE

Law of excise duty, Definitions, valuation for central Excise, CENVAT, Procedure under Excise, Concession under excise to SSI, exemption from duty, Refund of duty, Demand of duty (6 lectures)

Unit –II : SERVICE TAX

Nature, Meaning of services, Negative list, Place of provision of service, computation of service Tax liability, point of Taxation. (6 lectures)

Unit –III : SERVICE TAX

Small service provider, Reverse charge mechanism, Procedure of service tax, Payment of tax and filing of returns, Appeals and revision. (6 lectures)

Unit –IV : SERVICE TAX

Taxable services and Tax calculation system under service tax. (6 lectures)

REFERENCE BOOKS :

1. Indirect Taxes – Law and practice : V.S. Datey (Taxmans)
2. Students guide to Income Tax – Vinod Singhania (Taxmanns)
3. Indirect Taxes – Avdesh Oza
4. Indirect Taxes made easy – N.S. Vovindan

SEMESTER - II
PAPER – IV
FINANCIAL ACCOUNTING AND ANALYSIS-II

UNIT-I: TECHNIQUES OF FINANCIAL STATEMENT ANALYSIS:

Comparative financial statement, Trend Analysis, Common size statement, Ratio analysis-interpretation of ratios, Interfirm analysis (6 lectures)

UNIT-II: ANALYSIS OF FINANCIAL STATEMENT:

Analysis of financial statements with the help of ratio analysis, Fund flow and Cash flow analysis (6 lectures)

UNIT-III: ACCOUNTING STANDARDS:

Accounting Standards and its application in Proprietorship and Partnership, Co-operative societies, Charitable entities and Companies (6 lectures)

UNIT-IV: INFLATION ACCOUNTING:

Concept, features, advantages,disadvantages and techniques (theoretical) (6 lectures)

BOOKS RECOMMENDED:

1. Financial Management-P.C.Tulsian and Bharat Tulsian
2. Advanced Accountancy-Sharma and Gupta
3. Financial Accounting-P.C.Tulsian and Bharat Tulsian
4. Financial Accounting-Banerjee
5. Accounting-Weygandt Kimmel
6. Students guide to Accounting Standards-Taxmann

SEMESTER - II
PAPER – V : SECTION – II
COMMUNICATION SKILLS

Objective : To obtain knowledge of various aspects of communication skills which will help for personality development.

Unit 1:

Communication-Concept, Importance and types of communication;
Channels of communication in an organization; Barriers of communication;
Techniques to improve communication. [6 lectures]

Unit 2:

Oral Communication- Features, advantages and disadvantages, media;
Public speaking- methods of speaking, guidelines for effective speech;
Effective power point presentation- body language, non-verbal, facial expression, audience research, questions from the audience;
Interview Skills- Types, candidate's preparation for an Interview, staging and conducting an interview. [6 lectures]

Unit 3:

Written Communication- Features, advantages and disadvantages, Media;
Formats for writing- CV; writing Memos; Letters –principles, parts of a letter and layout, types-order, complaint, enquiry, reply to enquiry, job application;

Unit 4:

Reports - Types, structure and report writing;
Writing Emails; Notice, Agenda and Minutes of a meeting [6 lectures]

Books Recommended:

1. Essentials of Business Communication Skills- Dr. Mrs. Anjali Ghanekar- Everest Publishing House.
2. Communication Skills- Ghousia Khatoon & Kanini Dhurva- Himalaya Publishing House.
3. Business Communication- R.C. Bhatia- Ane Books Pvt. Ltd.
4. Managerial Communication- Urmila Rai & S.M. Rai- Himalaya Publishing House.
5. Communication- C.S. Rayudu- Himalaya Publishing House.

SEMESTER - II
PAPER – VI : PRINCIPLES OF AUDITING

Objectives : To obtain knowledge of auditing and its application.

Unit – I : Evaluation of Internal Control, measures and the techniques to be adopted for that purpose. Techniques of application of test checks for audit purposes. [6 lectures]

Unit – II : Internal Audit and External Audit and the relationship between Internal Audit and External Audit. [6 lectures]

Unit – III : Qualifications in Audit reports – their nature and significance, methods of drafting Notes on Accounts – Distinction between notes and qualifications. Distinction between Certificates and reports. [6 lectures]

Unit – IV : Provisions under Companies Act 1956 and Income Tax Act 1961 regarding the Statutory, compulsory and internal audit. [6 lectures]

BOOKS RECOMMENDED:

1. Practical Auditing – by B.N. Tandon, S. Sudarshanam, S. Sundeharbahu (Publisher - S.Chand)
2. Contemporary Auditing – by Kamal Gupta (Publisher – Tata McGrawHill)
3. Principles and Practice of Auditing – by R.G. Saxena (Publisher – Himalaya Pub. House)
4. Textbook of Auditing – by V.K. Batra, K.L. Bagordia (Publisher – Tata McGrawHill)
5. Principles and Practice of Auditing – by D.N.Tripathy (Publisher – Kalyani)

Subject equilance for Paper as per previous syllabus

Papers as per previous Syllabus	Equivalence papers as per revised syllabus	
	Semester I	Semester II
Annual Pattern		
Income Tax Paper – I	Income Tax Paper – I	Income Tax Paper – III
Income Tax Paper – II	Income Tax Paper – II	Income Tax Paper – IV
Gift tax Wealth tax & Indirect taxes	Indirect Taxes-I	Indirect Taxes-II
Financial Accounting & Analysis	Financial Accounting & Analysis-I	Financial Accounting & Analysis-II
Organisation & Management & Communication Skills	Organisation & Management	Communication Skills
Computer Applications and Principals of Auditing	Computer Applications and Introduction to Tally	Principles of Auditing