



# Vijayanagara Sri Krishnadevaraya University

**PGDTM Syllabus for 2016-17**

## **POST GRADUATION DIPLOMA IN TAX MANAGEMENT**

### **INTRODUCTION:**

With the dawn of globalization and disinvestment policies, employment generation in the government sector has almost come to the stand still. With a professional approach the private sector enterprises have laid ample emphasis on quality and skill and hence have resorted to downsizing the enterprises. Mere conceptual knowledge will not lead the graduates to become self-employed in their areas of study. In universities conventional courses in Arts, Commerce and Science are offered. It is estimated that nearly 5% of these graduates go for higher education. A substantial majority of them end up in doing odd jobs. Most of them remain unemployed because they are not employable from the viewpoint of the employers because they seldom possess the skill to perform the job. Very recently, the University of Ballari has experimented by introducing the skill component in the commerce & management syllabi. This is not adequate, as the students are not given any implant training. There arises, therefore, the need to conceive a course which imparts skill oriented education and with the help of which one can become self-employed. The proposed Professional Diploma in tax management is a course in that direction.

Consultancy services in the area of Tax Management provides ample professional opening to the graduates. An in-depth knowledge of legislations and procedures pertaining to direct and indirect taxation is imperative to tax practitioners, professional accountants, entrepreneurs, tax assessors and assesses as well. The present curriculum at the graduate level does not accommodate a detailed study in this sphere. Further, graduates who wish to take up professional courses like Chartered Accountancy, ICWA, and ACS should invariably possess an in-depth knowledge about tax laws and practices. Hence the practicing accountants, tax administration authorities and the business class in general have felt the need for a separate Professional Diploma in Management. Hence this proposal.

### **Objectives:**

The primary objectives of this course are:

- a) To impart systematic knowledge and professional skill to the students in the area of Indian Tax System and Administration;
- b) To enable the graduates to become competent to work as Tax consultants;
- c) To enable the graduates to become better placed to pursue professional courses in Accounting, Auditing, Tax Management etc.; and
- d) To attract those who are already in service in the Tax related job areas and to make them more competent in their respective jobs.

**Eligibility for Admission:**

Graduates of University of VSK University Ballari or any other recognized Universities in the country are eligible to apply.

**Intake:**

Intake for the course shall be 30. The syndicate shall regulate the intake from year to year. The state government rules in force with respect to reservation of seats shall apply.

**Course Structure:**

The PGDTM is offered under semester pattern. The course is offered for two semesters with five papers per semester. The course shall have regular course work, followed by placement training, either with Income/Commercial Tax dept or Industries or Chartered Accountants / Tax practitioners. Each semester shall be of 16 weeks duration and placement training shall be of 12 weeks. The placement training shall be given after the completion of second semester examination.

Professional Diploma in Tax Management  
Scheme of Examination

First Semester

Sl. No	Subjects	Credits	Year End Examination	Internal Assessment	Total
1.1	Direct Taxes - I	4	70	30	100
1.2	Indirect Taxes - I	4	70	30	100
1.3	Indirect Taxes - II	4	70	30	100
1.4	Allied Laws	4	70	30	100
1.5	Financial Accounting and Auditing	4	70	30	100

Second Semester

Sl. No	Subjects	Credits	Year End Examination	Internal Assessment	Total
2.1	Direct Taxes - II	4	70	30	100
2.2	Indirect Taxes -III	4	70	30	100
2.3	Indirect Taxes -IV	4	70	30	100
2.4	Management Information Systems	4	70	30	100
2.5	Placement Training/Professional Work Diary	4	70	30	100

**Attendance, Progress and Conduct:**

In each semester a paper shall be taken as an independent unit for the purpose of calculating attendance. The student shall attend not less than  $\frac{3}{4}$  of the number of

actual working periods during the academic session and shall secure the required attendance for all papers.

The Chairman/Director of the Department/Institute shall certify the students progress and conduct. A student, who does not satisfy the requirements of attendance as per rule, shall not be promoted to the next semester or permitted to take the semester examination as the case may be.

**Hours of Instruction per week:**

Four hours of lecture for each subject per week.

**Examination & Declaration of results:**

There shall be written examination at the end of each semester excepting the professional work diary. The duration of the examination for each paper shall be three hours.

Minimum marks for a pass is 40% of the marks in each examination paper and 50% of the marks in the aggregate of each semester. Full carry over is permitted from first semester to second semester. Declaration of class shall be done on the basis of aggregate marks secured in I

**II semester examinations.**

I Class with distinction	70% and
I Class	60% to 69%
II Class	50% to 59%

**Internal Assessment:**

Each paper carries internal assessment marks of 25. Periodical tests, seminars, assignments and oral examination shall be conducted.

**Professional work diary:**

The students shall undergo a practical training for 30 days as mentioned under course structure. He / She shall prepare a Professional work diary indicating the nature of work/training carried out. This shall be duly certified by the official of the organization where the student has under gone training. This shall be evaluated for 50 marks. Further a viva-voce carrying 50 marks shall also be conducted.

**PGDTM  
(POST GRADUATION DIPLOMA IN TAX MANAGEMENT)**

**SYLLABUS  
SEMESTER I**

**Paper 1.1: Direct Taxes I  
(Indian Tax System & Income Tax)**

1. Introduction to Indian Tax System concept of tax objectives, cannoourof taxation Different taxes levied by state/central govt.,
2. Income Tax Act 1961 definitions residential status incidence of tax exempted income capital & revenue.
3. Computation of total under different heads of income.
4. Deductions rebate and relief clubbing set off and carry forward.
5. Computation of total income of individuals/HUF Tax liability.

**Paper 1.2: Indirect Taxes I  
(The Karnataka Value Added TaxTaxAct2003& Karnataka Tax on Entry of Good  
Act, 1979) THE KARNATAKA VALUE ADDED TAX ACT, 2003**

1. Introduction to Value Added Tax Definitions of important terms used in the Act Authorities administering the Tax Law.
2. Incidence and Levy of Tax
3. Registration of Dealers Procedure of Registration Suo Motu Registration
4. Agents liable to tax Returns and Assessments Payment of taxes in advance Self Assessment Recovery of Tax Payment interest Power to withhold refund in certain cases Issue of Tax Clearance Certificate Tax on transfer business as a whole Assessment of legal representatives Composition of tax Collection of tax by registered dealers only Amounts wrongly collected by the dealers.

**THE KARNATAKA TAX ON ENTRY OF GOODS ACT, 1979**

1. Introduction to Entry Tax Definitions
2. Incidence and Levy of Tax
3. Rates of Tax
4. Registration of Dealers and collection of tax by them
5. Returns and Assessment

**Paper 1.3: Indirect Taxes II**  
**(Central Excise Act 1944)**

1. Nature and meaning of Central Excise State & Central, Distribution between Central Excise Duties and Customs, sales Tax. Nature of Excise duty Basic conditions of Excise duty types of excise duties Goods Excisable goods manufacture & production manufacturer. Classification of goods, Introduction to CETA, rules for interpretation of CETA principles of classification other aspects of classification.
2. Valuation under central Excise Basis of calculation of duty payable Advelorem duty inclusion and exclusion from transaction value practical problems.
3. Administrative setup of central excise & customs registration, requisitions & procedure thereof.
4. Storage & accounting of goods clearance of goods payment of RT-12. Payment of duty under protest refunds job works.
5. CENVAT VAT, CENVAT, Scheme of CENVSAT, as applicable to inputs, Capital goods and CENVAT for dealers Invoice Practical problems. Provisions of Excise Law as applicable to Small Scale Industry Practical problems.

**Paper 1.4: Allied Laws**

1. Karnataka Stamp Act, 1957  
Civil Procedure Code Order 5,13,16,26  
Criminal Procedure Code Section 195,200
2. Indian Partnership Act 1932 Sections 2,4,9,14,15,17,21,30,31,32,39 to 43, 58, to 63.
3. Hindu Law Mitakshara Law, Dayabhaga Law, Partition of HUF, Womens Right to Property. Court Fee Act 1870.
4. Transfer of Property Act, 1882, Section 3,  
54,55,58,59A,69,73,100,102,103,105,108,120,122 to 133,136.
5. Indian Evidence Act Chapter I,III,IV (Sections 2,4 to 9,14,15,17 to 21,30 to 31,39 to 43,58 to 63)

## **Paper 1.5**

### **Financial Accounting & Auditing**

#### **Accounting:**

1. Introduction Meaning and definitions double entry principle concepts and conventions books of accounts journal ledger.
2. Subsidiary books cash book BRS rectification of errors Trial Balance.
3. Final Accounts of a Sole Trader with all types of adjustments.
4. Single entry system Conversions of single entry into double entry system of Accounts. Consignment transactions simple problems.

#### **Auditing:**

Meaning and definitions objectives principle of governing audit types of audit.

## **Semester II**

### **Paper 2.1: Direct Taxes II**

**(Wealth Tax, Agri Income Tax & KIPTC & E Act)**

1. Computation of total Income of firms, AOP, BOT, Co-op. Societies, Companies and Trusts.
2. Income Tax authorities power, filling of returns and assessment procedures procedure relating to search cases Appeals & Revision.
3. Advance Tax-TDS TCS Interest, Penalties & prosecutions Refund.
4. Wealth Tax: definition exempted Assets deemed assets, valuation of immovable property and jewellery liabilities computation of wealth tax.
5. Karnataka Agricultural Income Tax Act
6. KTPTC & E Act

### **Paper 2.2: Indirect Taxes III**

**(Central Sales Tax, Luxury Tax Act & Entertainment Tax Act)**

1. Central sales tax Act introduction definition types of sales (section 3, 4, 7, 5 of CST Act)
2. Liability to tax on inter state sales transfer of goods otherwise than by way of sale registration of dealers. Rate of tax determination of turnover levy and collection of tax and patterns under section 9. collection of taxes by registered dealers only and rounding of taxes (practical problems).
3. Penalties under section 10 & 10A cognizance of offences indemnity power to make rules declared goods restrictions and conditions attached to declared goods Company in liquidation and liability of directions of private company in liquidation.
4. Karnataka Tax on Luxury Act.
5. Karnataka Tax on Entertainment.

**Paper 2.3: Indirect Taxes IV**  
**(Customs & Service Tax)**

**Customs:**

1. Introduction to customs law origin & background introduction to GATT, WTO. Scope & coverage to custom; law nature of customs duty types of custom duty. Classification custom tariff act valuation for custom duty inclusionsto & exclusions from assessable value methods of valuation FOB CIF Bank guarantee letter of credit practical problems. Free goods & goods under negative list specified goods& notified goods probation on importation & exportation of goods import export policy.
2. Procedure for Import & Export Importer person in charge. Imports by Land, Sea, and Air. Import for home clearance, warehousing & Ex bond clearance.  
Form 22: Bill of Entry for Home Consumption  
Form 23: Bill of Entry for Warehousing  
Form 24: Bill of Entry for Ex bond clearance  
Export: Manufacturer Exporter, Merchant Exporter, and Export Procedure.  
Form 94: Shipping Bill for export of dutiable goods  
Form 95: Shipping Bill for export of duty free goods  
Form 96: Shipping Bill for export of duty free goods (EX-bond)  
Form 98: Bill for Export of dutiable goods  
Form 98: Bill for Export of duty-free goods  
Form 98: Bill for Export of dutiable goods (EX-bond)
3. Assessment of Duty Duty Draw back, Export Incentives schemes.
4. Baggage: Rules of Baggage, General Free Allowance, Concessions to professionals & Persons Transferring their Residence to India Practical problems.

**Service Tax:**

5. An overview of service tax and service tax rates Service Tax Authorities definitions change of service Tax Computation of Service Tax Authorities filing returns in prescribe forms. Assessment under service Tax, Penalty, refund & Appeals.



## 2.4 MANAGEMENT INFORMATION SYSTEM

1. **Basic Concepts:**Data vs Information, Strategic role of information in management, Organization as an information system. Gory Scott, Morton Grid, Types of information systems, TPS, MIS, DSS, ESS, OA.
2. **Processing Technology:**Evolution of processing technology, Batch processing, Multiprocessing, Time sharing systems, Introducing windows, Unix, Networking concepts, Telecommunication networks.
3. **Systems Development:**The concept of systems development life cycle (SDLC), Use of flow charts and entity relationship diagrams. Exercises in SDLC.
4. **Application Technologies:**ERP concepts, Evolution of ERP, Present ERP packages, SAP, Baan, MFG-PRO, Oracle, ERP Evaluation, ERP and BPR, ERP Implementation, Case studies (ERP).
5. **Web Publishing:**Web publishing, Types of websites, Web surfing, Tools, Ms-Frontpage, Designing website, E-commerce, B2B, B2C, E-commerce security issues, Ethical issues, Cyber laws.

### References:

- a) MIS Kennett G. Laudon and Jane P. Laudon
- b) MIS James A. OBrien
- c) Computer Today S.K. Basudev
- d) ERP Concepts V.K. Garg

## 2.5 - Project Report

The students shall undergo a practical training for 30 days as mentioned under course structure. He / She shall prepare a Professional work diary indicating the nature of work/training carried out. This shall be duly certified by the official of the organization where the student has under gone training. This shall be evaluated for 50 marks. Further a viva-voce carrying 50 marks shall also be conducted.