

INTERNSHIP PROGRAMME FOR UG DEGREE (SEMESTER-V)

(For the students admitted under New Curriculum and Credit Framework from the academic session 2023-24)



Course Title: E-filing of Tax Returns & Communication Skill	
Internship Providing Organization (IPO):	Department of Commerce, Bankura Sammilani College
Category of Course:	For UG DEGREE (SEM-V)
Duration:	60 Hours
Course Coordinator and Contact Details:	CA Subrata Jana Mob: 9434522144
Mentors:	Dr. Sukhen Kali Dr. Rabindranath De Dalal Dr. Debabrata Jana
Intake Capacity:	65 Students
Course Fees:	Rs. 100/- (Students from Host Institution) Rs. 400/- (Students from Other Institution)

SYLLABUS

Course Title: E-filing of Tax Returns & Communication Skill [50 Marks/2 Credits/60 Hours]

Learning Outcomes (LO)

- Help students with skills and knowledge that is relevant to their future careers.
- Recognise various returns of income and other information relating to returns
- Learn about other types of tax returns
- Demonstrate e filing of return.
- Develop skills to communicate and business correspondence

Group A: E-filing of Tax Returns (Practical)

Unit 1: Preparation and submission of Income Tax Returns off line / on line for individual tax payer (e-filing with or without EVC) and other returns **[12 hours]**

Unit 2: View Form 26AS, Annual Information Statement (AIS), Taxpayer Information Summary (TIS), Uploading of return, View e-file returns, e-verification. **[12 hours]**

Unit 3: Calculation of e-tax including calculation of interest U/S 234A, 234B, 234C **[10 hours]**

Unit 4: e-payment of tax **[6 hours]**

Group B: Communication Skill

Unit 5: Drafting

Notice, Circular, Minutes, CV writing, Business letter writing - Offer letter, Quotation, Confirmation, Execution, Refusal and Cancellation of order, Collection of debts, Claim for compensation, Bank loan, Financial Status Enquiry, CIBIL Checking.

[20 hours]

Suggested Readings

- Singhnia V.K., and Singhanian M, Students' Guide to Income Tax, Taxmann
- Ahuja and Gupta, Systematic Approach to Taxation, Commercial Law Publishers (India)
- Bangar and Bangar, Comprehensive Guide to Taxation, Part I, Aadhyas Prakasan
- Mundhra and Mundhra, Prayas Taxation II, Law Point
- Das & BasuMallik, Direct Tax II, The Elegant Publications
- M.K.Shegal&Vandana Khetarpal, Business Communication, Excel Books
- R.K.Madhukar, Business Communication, Vikash Publishing House Pvt. Ltd.