CERTIFICATE PROGRAM IN TAXATION

AIM AND OBJECTIVE

The financial sector is the most rapidly growing services sector in the Indian economy and globally as well, offering vast and rewarding e mployment opportunities for young Indians. This program has been designed keeping in mind the needs of graduates seeking a career in the fields of finance and taxation. Knowledge and practical application of Financial Analysis and Management Accounting are essential requirements for careers in finance within the corporate sector.

In the area of taxation, as the economy moves towards an environment with greater emphasis on tax compliance, major indirect tax reforms, adoption of global standards, digital compliances, and more, the need for skilled professionals in this field is already being felt and is expected to increase exponentially.

This program has been developed to bridge the existing knowledge gap and, equally importantly, to create trained manpower with the practical skills and capabilities required in these key areas. The aim is to mould students into competent young professionals who can apply their knowledge and training to become highly productive contributors in the workplace.

The teaching–learning methodology will encourage teamwork and collaboration, thereby creating skill sets that are highly valued in the modern work environment. This program offers skills that can open doors to careers in accountancy, finance, consultancy, and related fields.

This program is aimed at individuals who wish to extend their professional expertise and combine it with a broad-based understanding of the taxation structure. It enables candidates to start income tax and sales tax consultancies.

The main objective of this program is to provide knowledge of the tax system in India. It aims to impart an understanding of the basic concepts of income tax, with special reference to the Income Tax Act, 1961. The program equips learners with the procedures for computing income under different heads as well as the assessment procedures for various assessees. It also introduces learners to new developments in taxation law and provides comprehensive and up-to-date knowledge of taxation, particularly the new GST Act in detail.

The program seeks to equip candidates with thorough and current knowledge of both Direct and Indirect Taxes. It ensures that, after training, candidates will be able to practice in the fields of Direct and Indirect Taxation or implement improvements within their own organizations.

ELIGIBILITY

The learner must be a graduate of any Faculty either of this University or of any other University whose degree is recognized by UGC.

DURATION

The duration of certificate program conducted through open and distance learning mode is of six months.

MEDIUM OF COURSE

The medium of instruction and examination is English only.

SEMESTER-WISE STRUCTURE OF THE PROGRAMME

Course Code	Name of the Course	Credits
C-01	Introduction to Indian Tax System	4
C-02	Income Tax Law & Practice	4
C-03	Indirect Taxes: Goods and Services Tax	4
C-04	Project & Viva-Voce	4

COURSE-01

INTRODUCTION TO INDIAN TAX SYSTEM

Course Objectives: This course aims to provide learners with a clear understanding of the basic concepts, structure, and significance of the Indian taxation system. It helps students understand the principles, evolution, and constitutional framework of taxation, along with the roles of tax authorities and the growing use of digital systems. The course also builds awareness of taxation's role in the economy, ethical responsibilities of taxpayers, and emerging trends in national and international taxation.

Learning Outcomes

By the end of the course, learners will be able to:

1. Define and explain the basic concepts, purpose, and principles of taxation.
2. Explain and outline the evolution, structure, and constitutional framework of the Indian tax system.
3. Identify and describe major types of taxes, key tax authorities, and basic tax compliance procedures.
4. Describe and explain the broad features of GST and the role of digital systems in taxation.
5. Analyze and explain the role of taxation in the economy and recognize the ethical responsibilities of taxpayers.

Unit 1: Introduction to Taxation

Meaning, nature, and characteristics of taxation; Objectives of taxation: revenue, redistribution, regulation and development; Basic principles of a good tax system; Canons of taxation; Types of taxes: direct vs. indirect; Role of taxation in modern economies.

Unit 2: Historical Evolution of the Indian Taxation System

Timeline of tax development in India: Pre-independence revenue systems and reforms; Major committees influencing tax reforms: Raja Chelliah Committee and Kelkar Committee; Need for tax reforms in India: Shift towards digital and transparent tax administration.

Unit 3: Constitutional Framework of Taxation in India

Taxing powers under the Constitution: Union and State tax powers; Articles related to finance and taxation; Finance Commission and its role; Constitutional amendments related to taxation.

Unit 4: Classification and Structure of Taxes in India

Direct vs. indirect taxes (overview only): Progressive, proportional, regressive taxes, Specific vs. ad valorem taxes; Tax incidence and impact; GST as a unified tax structure (conceptual overview only); Tax structure comparison with developed nations like US, UK.

Unit 5: Basic Tax Concepts and Terminology

Basic Concept: Person, Assessee, Assessment Year (AY), Previous Year (PY); Exemptions vs. deductions (concept only); Residential status: concept & relevance (without calculation); Tax planning, tax management, tax evasion, tax avoidance; Deemed concepts (basic overview).

Unit 6: Fundamental Principles of Taxation

Concept of Equity in Taxation: The benefit of Principle of Taxation; The Principle of Ability to pay; Rate Schedules of Taxation.

Unit 7: Taxation Procedure & Compliance Framework

Overview of tax return filing systems (without covering heads of income), PAN, TAN, Aadhaar linkages; Overview of assessments: summary, scrutiny, best-judgment (concept only); Advance tax concept; Tax audit (concept only; no legal details); Compliance calendar for businesses firm.

Unit 8: Indian Indirect Tax Framework – Overview

Concept and significance of indirect taxes, Evolution from sales tax → VAT → GST; GST: concept, structure, types (CGST, SGST, IGST, UTGST); Place of supply (conceptual understanding); Input tax credit (concept only); Indirect tax impact on pricing and business decisions.

Unit 9: Economic Impact of Taxation

Role of taxation in economic development, Impact of taxation on consumption, savings, investment, Tax buoyancy and tax elasticity, Black money: concept and concerns, Tax incentives and their economic effects, Fiscal deficit & taxation link

Unit 10: Public Finance and Taxation

Public revenue: tax and non-tax, Public expenditure and its categories, Budget: meaning, components, types, Fiscal policy: instruments and objectives, Fiscal federalism and tax sharing, GST compensation mechanism (conceptual overview)

Unit 11: Digital Transformation in Taxation

Digital India initiatives related to taxation; Online portals: Income Tax, GSTN, MCA (overview), PAN/TAN/Aadhaar-based systems, E-filing and digitized assessment concepts; Use of AI, analytics, and technology in tax administration (AIS/TIS concept); E-invoicing and real-time reporting.

Unit 12: Taxpayer Services, Ethics and Responsibilities

Rights and responsibilities of taxpayers; Taxpayer charter & grievance redress mechanisms; Ethical issues in taxation; Role of tax professionals and consultants; Transparency and accountability in tax administration; Citizen-centric tax design.

Unit 13: International Taxation – Basics (Without computation or legal rules)

Concept of international taxation; Double Taxation: meaning & relevance; Double Taxation Avoidance Agreements (DTAA): purpose & overview; Role of OECD & BEPS initiative (concept only); Transfer pricing (purely conceptual); Global trends in taxation and their influence on India.

Unit 14: Contemporary Issues & Trends in Indian Taxation

Impact of GST reforms and changes; Faceless assessment & digital compliance; Taxation of digital economy; Environmental taxation (carbon tax, green initiatives); Informal sector and taxation challenges; Future directions of India's tax system.

COURSE-02

INCOME TAX LAW & PRACTICE

Objectives: To provide learners with a foundational understanding of the principles, rules, and procedures of Income Tax in India. The course aims to equip learners with the skills to compute taxable income, understand tax compliance, and apply basic tax provisions in practical situations.

Learning Outcomes: After completion of the course, learners will be able to

1. Understand the basic concepts, definitions, and scope of Income Tax in India.
2. Identify different sources of income and classify them under relevant heads of income.
3. Compute taxable income for individuals using applicable rules and deductions.
4. Apply key provisions of Income Tax Law to simple practical situations and case examples.
5. Develop awareness of tax planning concepts and the importance of ethical tax practices.

Unit 1: Basic Concepts and Key Definitions under the Income Tax Act

Definition (Sec.2) Assessee, Assessment Year, Previous Year, Income, Person, Capital Assets; Agricultural Income; Capital and Revenue Receipts & Expenditure; Incomes which do not form part of total income; Residential status of Individuals: HUF, Firms, Companies, Resident, Non-resident, Not ordinarily resident Incidence of tax based on residential status; Scope of total income; Place of accrual and receipt of income.

Unit 2: Exempted Income (Sec. 10)

Specific exemptions for individuals: allowances, perquisites, scholarships, Exemptions for trusts, political parties, charitable institutions, Partial vs. fully exempt incomes, Practical problems.

Unit 3: Tax Planning

Concept, Tax planning for a new business/ existing business; Tax avoidance and Tax evasion: Meaning and difference; Tax Management; Filing of return; Tax Deduction at Source; Advance Payment of Tax; Tax Planning for individuals (Salaried persons/ assessee) in practical context.

Unit 4: Heads of Income under Income Tax Act

Salaries: Meaning and features of salary, Allowances (HRA, DA, TA, etc.), Perquisites and tax treatment, Profits in lieu of salary, Retirement benefits (gratuity, pension, leave encashment, PF), Computation of taxable salary.

Unit 5: Computation of Income from House Property

Basis of charge – Annual Value, Self-occupied vs. let-out properties, Determination of GAV, NAV, Deductions under Sec. 24(a) & 24(b), Computation problems.

Unit 6: Profits and Gains of Business or Profession

Meaning of business and profession, Allowed and disallowed expenses, Depreciation – rules & rates, Book profit vs. taxable profit, Presumptive taxation (Sec. 44AD, 44ADA, 44AE), Computation of business/professional income.

Unit 7: Capital Gains

Meaning of capital asset, Long-term vs. short-term capital assets, Indexed cost of acquisition/improvement; Exemptions: Sec. 54, 54B, 54EC, 54F, Special cases: slump sale, bonus shares, rights shares, Computation of capital gains.

Unit 8: Income from Other Sources

Residual head of income**,** Casual income**,** Dividend income, interest income**,** Gifts and taxation under Sec. 56(2)(x)**,** Computation of income.

Unit 9: Clubbing of Income & Set-off and Carry Forward of Losses

Clubbing of Income (Sec. 60–64); Transfer of income without transfer of asset, Minor child income, Spousal clubbing, Clubbing in HUF.

Set-off & Carry forward; Intra-head and inter-head adjustments, Treatment of business losses, capital losses, house property losses.

Unit 10: Deductions under Chapter VI-A

Deductions under Sec. 80C, 80CCC, 80CCD, 80D, 80DD, 80DDB, 80TTA, 80TTB, 80G, 80E, 80EEA, 80GGC, etc., Computation of total income after deductions.

Unit 11: Tax Computation, Rebate, Relief & Marginal Relief

Gross Total Income → Total Income → Tax Liability; Rates of tax for individuals, HUF, firm, company; Surcharge, Health & Education Cess; Rebate under Sec. 87A, Relief under Sec. 89, Marginal relief.

Unit 12: Assessment Procedure

Types of assessment: Self-assessment, Summary assessment, Scrutiny assessment, Best judgment assessment, Re-assessment; Return of income: filing, due dates, belated and revised returns; PAN, TAN, Aadhaar–PAN linking, Defective return.

Unit 13: Tax Deducted at Source (TDS), Tax Collected at Source (TCS), & Advance Tax

TDS: Concept, applicability, rates, compliance, TDS on salary, interest, contractors, rent, professional fees.

TCS: Items covered, rates, compliance.

Advance Tax: Liability, due dates, calculation, Interest for defaults (Sec. 234A/B/C).

Unit 14: Appeals, Penalties, Prosecution & Recent Developments

Appeals & Revision: Appellate hierarchy: CIT(A), ITAT, High Court, Supreme Court, Rectification of mistakes, Revision by CIT.

Penalties & Prosecution: Penalties for failure to file return, misreporting, under-reporting.

Recent Developments: Faceless assessment, E-filing & pre-filled returns, New Tax Regime vs. Old Tax Regime (optional topic), Latest amendments of the Finance Act (overview).

COURSE-03

GOODS AND SERVICES TAX

Course Objective: This course aims to provide learners with a practical and conceptual understanding of India's Goods and Services Tax (GST) system. It covers the structure, registration process, invoicing rules, input tax credit, return filing, e-way bills, payments, and compliance procedures. Through hands-on activities on the GST portal, the course prepares learners to manage GST-related tasks for businesses and ensures they understand the key legal and operational aspects of indirect taxation.

Learning Outcomes: After completing this course, learners will be able to:

1. Understand the structure, key concepts, and registration requirements of GST.
2. Prepare GST invoices, determine correct tax rates/HSN/SAC, and manage Input Tax Credit.
3. File major GST returns such as GSTR-1, GSTR-3B, annual returns, and reconcile data using GSTR-2B.
4. Generate challans, make GST payments, and create e-way bills for goods movement.
5. Handle assessments, notices, penalties, and recent GST-related updates using practical portal-based tasks.

UNIT 1: Introduction to Indirect Taxation

Concept of direct vs. indirect taxes, Pre-GST indirect taxes (VAT, Service Tax, Excise – overview only), Evolution and need for GST; Dual GST Model in India: CGST, SGST, IGST, UTGST; Overview of GST Council; GST schemes, features and scope, Advantages of GST.

UNIT 2: Pre-GST Indirect Taxes

Evolution and History of Indirect Taxes in India; Value Added Tax (VAT): Introduction, features, rate structure, CST, limitations; Service Tax: Emergence, coverage, positive/negative list, CENVAT credit, classification issues; Excise Duty: Concept of manufacture, types of excise duties, tariff structure, CENVAT rules, valuation challenges; Custom Duty: Basic Customs Duty, CVD, SAD, anti-dumping duties.

UNIT 3: GST Structure & Key Definitions

Concept of Supply; Adjudicating Authority ; Agent, Aggregate Turnover, Agriculturist, Business, Business vertical, Capital Goods, Casual Taxable Person, Goods, Services, Supply, Aggregate Turnover, Composite & Mixed Supply, Types of GST taxpayers, Taxable event in GST, Meaning of: Exempt supply, zero-rated supply, non-taxable supply.

UNIT 4: Levy and Collection of Tax under Act

Rates structure of GST; Scope of supply; Composition Scheme under GST.

UNIT 5: Exemption from Goods and Services Tax (GST)

Concept and objectives of GST exemption; Legal provisions and authority for exemption; Types of exemptions; Exempt supply: Nil-rated supply, Zero-rated supply, Non-taxable supply; Threshold exemption, Registration and compliance for exempt supplies; Withdrawal and amendment of exemptions.

UNIT 6: Input Tax Credit (ITC)

Concept, eligibility, and conditions for claiming ITC, Matching principle and documentation, Blocked credits under Section 17(5), ITC on capital goods and utilization rules, Reversal, re-claim, and common issues in ITC.

UNIT 7: Tax Invoices, Credit & Debit Notes

Structure, contents, and types of tax invoices; Time of supply for goods and services; Bill of Supply: purpose and requirements; E-invoicing: concept, threshold limits; IRN and QR code; Credit and Debit Notes: rules, adjustments, and reporting.

UNIT 8: GST Rates & HSN/SAC Codes

Meaning and importance of HSN and SAC, structure and classification of goods and services, determination of correct HSN/SAC codes, GST rate structure—0%, 5%, 12%, 18% and 28%, nil-rated and zero-rated supplies; Reverse Charge Mechanism (RCM) with reference to GST rates, applicability of rates under RCM.

UNIT 9: GST Returns and Compliance

Meaning and Framework of GST Returns; GSTR-1: Outward Supply Return; GSTR-3B: Monthly Summary Return; Annual Return and Reconciliation.

UNIT 10: GST Registration

Registration under the Act: Persons not liable for registration, Compulsory Registration, Procedure for Registration, Deemed Registration; Threshold limits; Casual taxable person; Non-resident taxable person; Special category states; Amendment and Cancellation of Registration.

UNIT 11: E-Way Bills

Meaning, purpose, and requirement of e-way bills, Threshold limits and exemptions, Structure: Part A and Part B, Validity rules and updating vehicle details, Verification and movement rules.

UNIT 12: GST Payment & Ledger Management

Types of electronic ledgers: liability, cash, and credit; Payment modes: Net banking, OTC, NEFT/RTGS, Challan generation and payment identification number (CIN); Utilisation of cash and credit balances, Refund of excess balances.

UNIT 13: Assessment, Audit & Appeals

Types of assessments: self, provisional, scrutiny, Best-judgment; GST Audit: meaning, purpose, and types; Seizure – overview; Appeals hierarchy and procedures; Types of offences, Penalties under GST, Minor and major offences under GST; Anti-profiteering provisions: concept and mechanism; Recent developments and GST Council updates.

UNIT 14: Contemporary Issues, Challenges and Future Trends in GST

Implementation Challenges of GST in India; GST and the Digital Economy, Impact of GST on Different Sectors; Recent Reforms in GST; Anti-Evasion Measures in GS;, Global Perspectives and Comparison; Future Trends and Proposed Reforms.

COURSE-04

PROJECT & VIVA-VOCE

Project Guidelines

The Project (DTC-04) is a compulsory component of the Certificate Program in Taxation and carries **100 marks**. The objective of this project is to help learners apply the knowledge gained from all three courses (DTC-01, DTC-02, and DTC-03) to a **realistic dummy case**, simulating practical tax compliance tasks.

Learners must complete the project individually.

The project is designed to enable learners to:

- Apply theoretical knowledge to practical tax situations.
- Understand the process and documentation required for preparing tax returns.
- Gain confidence in handling real-life compliance tasks such as computation of income, preparation of ITRs, filing of GST returns, etc.
- Learn the step-by-step procedure of completing a tax assignment from start to finish

Learners will be given the following to prepare a project on a **dummy case** from the following areas:

1. **ITR-1 (Salaried Individual)**
2. **ITR-2 (Individual/HUF—No business income)**
3. **ITR-3 (Individual/HUF—Business/Profession)**
4. **ITR-4 (Presumptive Income)**
5. **GST Filing (GSTR-1, GSTR-3B, E-way Bill, ITC working, etc.)**

The project report must contain the following components:

1. Cover Page

- Title of the Project
- Course Code & Course Name
- Name of Learner
- Enrollment Number
- Session
- Name of Study Centre

2. Introduction

- Brief introduction of the chosen return (ITR-1/2/3/4 or GST).

- Overview of the dummy case (nature of assessee/business).

- Assumptions

3. Working Notes & Computations

For ITR:

Learners must show step-by-step calculations:

- Computation of Gross Total Income
- Deductions under Chapter VI-A
- Total income
- Tax liability, rebate, cess
- Interest (if applicable)
- Final tax payable/refundable
- In order to have the real experiential learning the learners must prepare the dummy cases of their own only reflecting the assumptions as stated in introduction.

For GST:

- Calculation of outward liability
- ITC working
- Net tax payable
- GST challan (dummy)

4. Hard Copy of the dummy of the Returns (Final Output)

5. Conclusion

- What the learner has understood through the project
- Challenges faced while submitting the dummy returns

References:

Singhania, V.K. & Singhania, Monica, "*Students' Guide to Income Tax"*, Taxmann Publications.

Datey, V.S. " *Indirect Taxes: GST and Customs Law"*, Taxmann Publications.

Girish Ahuja & Ravi Gupta , "*Systematic Approach to Income Tax"*, Bharat Law House.

Nalanda Open University (NOU), " Certificate and Diploma Courses in Taxation and Accounting".

Tamil Nadu Open University (TNOU)**,** "GST and Income Tax certificate programs".