

Subject: Request for Approval of Add-on Course Proposal

Santosh Garg,

Assistant Professor,

[Department of commerce]

S.D.Mahila Mahavidyalaya, Narwana

1--/04--/2021

Chairperson,

Board of Studies,

S.D.Mahila Mahavidyalaya,

Narwana

Madam,

I am writing to formally request the approval of an add-on course proposal that I have developed for the benefit of our college students.

Course Title: HOW TO E-FILING INCOME TAX RETURN


Duration: 30+ Hours

Course Objective:

The proposed course is designed to provide additional insights and skills beyond the regular curriculum, contributing to their holistic development.

Course Outline:

- 01.INTRODUCTION: INCOME TAX
- 02 INCOME TAX SLAB RATES
- 03.INCOME FROM SALARY
04. INCOME FROM HOUSE PROPERTY
05. INCOME FROM BUSINESS AND PROFESSION
06. INCOME FROM CAPITAL GAIN


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Narwana
Date

07. INCOME FROM OTHER SOURCE
08. GROSS TOTAL INCOME
09. TOTAL INCOME
10. DEDUCTION U/S 80 C TO 80 U
11. ASSESSMENT YEAR
12. PREVIOUS YEAR
13. CALCULATION OF INCOME TAX
14. VARIOUS ITR FORMS
15. STEPS TO OPEN ITR FORMS
16. STEPS TO FILL ITR -1 FORM
17. ONLINE INCOME TAX PAYMENT
18. INCOME TAX REFUND

I have thoroughly reviewed the proposed course with Colleagues and made necessary adjustments based on their feedback. The course aligns with the academic goals of our institution and aims to enhance the overall educational experience for our students.

I kindly request the Board of Studies to consider and approve this proposal. Your support in this matter is crucial, and I am willing to provide any further information or clarification if required.


Thank you for your time and consideration. I look forward to a positive response and the opportunity to contribute to the enrichment of our student's academic journey.

Sincerely,

Santosh Garg,

Assistant Professor,

Department of commerce


Officiating Principal
S.D. Mahila Mahavidyalaya
NARWAHA



.....
Ms. Santosh Garg
Asst. Prof. of Commerce

Subject: Approval for "How to E-Filing Income Tax Return" by the Board of Studies

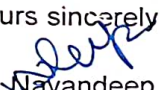
Dear Ms. Santosh Garg


I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "How to E-Filing Income Tax Return" which spans over 30+ hours of instruction.


This course has been evaluated thoroughly to ensure its alignment with our institution's academic standards and objectives. We believe that it will significantly contribute to the academic enrichment of our students and align with our commitment to providing high-quality education.

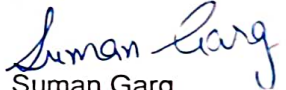
Thank you for your interest and support in our academic endeavors.


Yours sincerely,


Dr. Nayandeep
Assoc. Prof. in Eco.
Convener


Dr. Anita Chabra
Asst. Prof. in Hindi
Member


Dr. Shailu Sachdeva
Asst. Prof. in Hist.
Member


Suman Garg
Asst. Prof. in Eng.
Member


Nisha
Asst. Prof. in Physics
Member


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S.D. Mahila Mahavidyalaya
NARWARA



Ph. No. 01684-240161



S D MAHILA MAHAVIDYALYA
NARWANA-126116 (JIND) HARYANA

Dated:-7.May.2022

Notice

बी कॉम फाइनल ईयर की सभी छात्राओं को सूचित किया जाता है कि 11.05.2022 से महाविद्यालय में How to E-Filing Income Tax Return पर 30 घंटे का सर्टिफिकेट कोर्स करवाया जाएगा और कोर्स के अंत में 40 अंक की परीक्षा ली जाएगी और छात्राओं को प्रमाण पत्र दिए जाएंगे।

[Signature]
Officiating Principal
S.D. Mahila Mahavidyalaya
NARWANA
[Signature]



S.D MAHILA MAHAVIDYALAYA NARWANA



DEPARTMENT OF COMMERCE

PROUDLY OFFERS

Add On Certificate Course

In

How to E-filing Income Tax Return

STARTING FROM 11 May 2022

Course Objectives:

- 1. To equip students with the specialized knowledge in the field of taxation system.**
- 2. It provides opportunity to learn Indian taxation system & enhance their skills in taxation.**
- 3. To equip students with the practical skills for filling of return.**
- 4. To acquire knowledge about various ITR forms.**
- 5. Equipping the students for career in various vocation.**
- 6. Equipping the students for self employment & application orientated jobs in govt, PSU's and private Organisations**

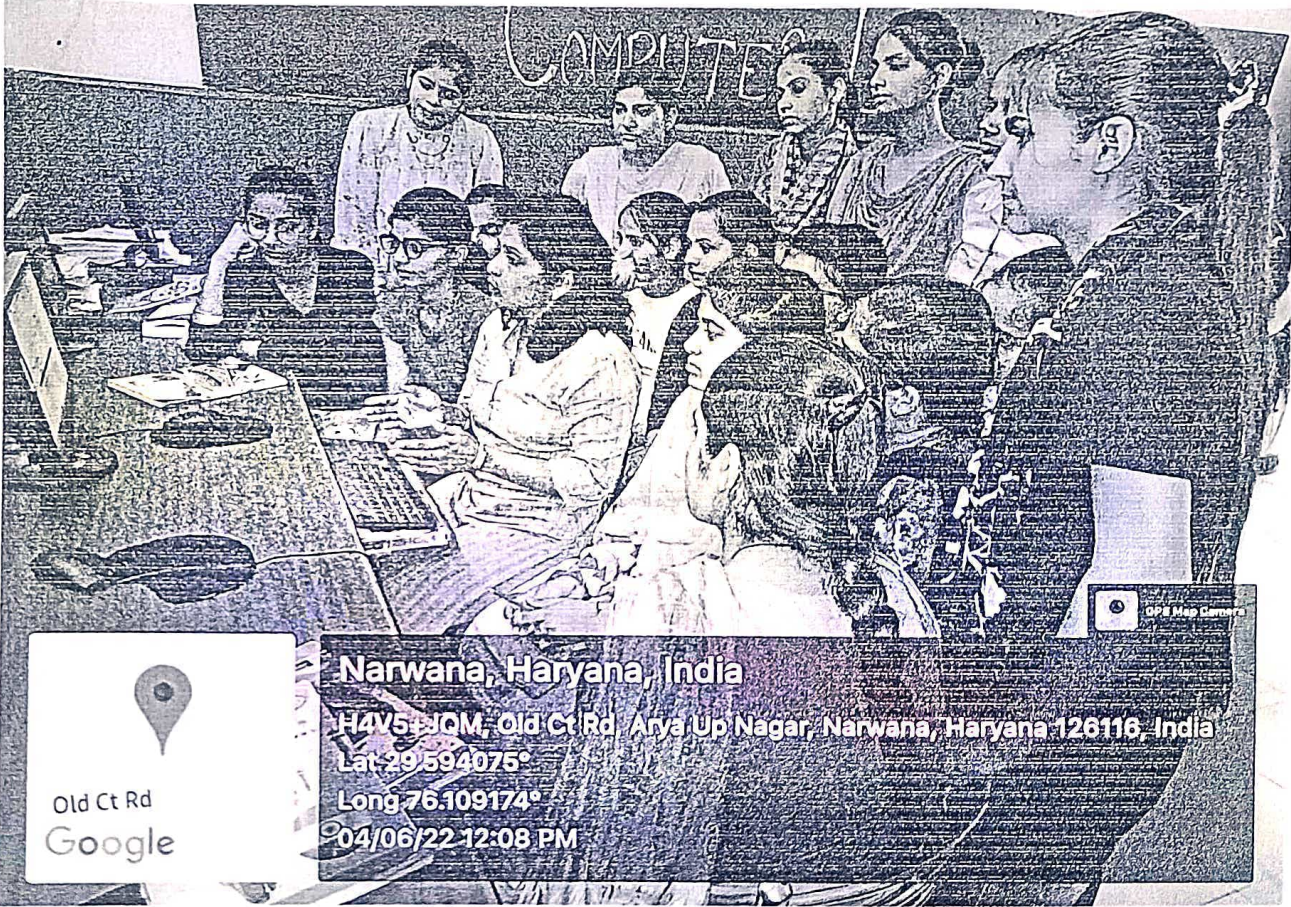
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**Ms. SANTOSH GARG
CONVENOR**

**DR. ANJANA LOHAN
PRINCIPAL**

Sl. No	Student Name	College Roll No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
45	SAKSHI DEVI	49	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	SWEETY	50	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	SAKSHI	51	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	SUVIDHA	52	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	FAI A	53	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	MANISHA	54	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	PREETY	55	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	MADHU RANI	56	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	VAISHALI	57	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	ANNU	58	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	SHRUTI	60	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	RUBI	61	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	GEHNA JAIN	63	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	YASHIKA	64	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	SURJEET KAUR	65	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	PRAGATI	67	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	MEENU	2407020060	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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 S.D. Mahila Mahavidyalaya
 NARWANA

Old Ct Rd
Google

Narwana, Haryana, India
H4V5+JQM, Old Ct Rd, Arya Up Nagar, Narwana, Haryana 126116, India
Lat: 29.594075°
Long: 76.109174°
04/06/22 12:08 PM

GPS Map Camera

S.O. MANJIA MAHAVIDYALYA NARWANA (JIND)
Commerce Department
and Economics Department



GPS Meta Camera



Narwana, Haryana, India

H4V5+JQM, Old Ct Rd, Arya Up Nagar, Narwana, Haryana 126116, India

Lat 29.593894°

Long 76.109554°

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CERTIFICATE COURSE (2021-22)

(Income Tax Act, 1961)

Time: 1.5 hours

Max. Marks: 40

Instruction:-

1. Question No.1 is compulsory and carrying 10 Marks.
2. Answer any 5 question from 2nd to 7th and each question carrying marks 4 each.
3. Answer any 2 question from 8th to 10th and each question carrying marks 5 each.

1. Mr. X, who is totally blind, submits the following information compute the total income:

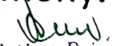
I. Salary Received	-	41,000/-
II. Rent Received	-	4,000/-
III. Dividend from Co-operative Society	-	2,000/-
IV. Interest from a firm (Gross)	-	8,000/-
V. Interest on Govt. Securities	-	1,000/-
VI. Winning from lottery	-	1,15,000/-
VII. NSC VIII Issued Purchased during the year	-	10,000/-
VIII. Deposit under Public Provident Fund	-	31,000/-
IX. Long term Capital Gain	-	2,35,000/-
X. Short term Capital Loss	-	20,000/-
XI. Donation to state Govt. for Promoting Family planning by cheque.	-	40,000/-

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2. From the following particulars of an individual calculate his total income and net tax liability for the Annual year 2021-22.

I. Rent from let out premises	-	20,000/-
II. Long term capital gain (computed)	-	30,000/-
III. Profit from own business	-	6,31,000/-
IV. Income from lottery	-	1,00,000/-
V. Net agricultural Income	-	10,000/-

3. Write slab Rates (Income Tax Rates) for different categories?
4. Enumerate any 6 items which are exempted from tax under income tax act, 1961.
5. Writes different ITR Forms using for different types of Assesses.
6. How to e-file Income Tax Return. Write steps taken for e-filling Income Tax Return.
7. Write a short note on:-
- I. Belated Return
 - II. Revised Return
8. When does the claim for refund arises and what is the procedure relating to the application for Refund. Describe in detail.
9. Write a short note on:-
- I. Deduction 80(C)
 - II. Deduction 80(D)
 - III. Deduction 80(QQB)
10. Mr. 'A' earned Gross Total Income of 5, 00,000/- Rs. In the previous year and made the following donation during the year by cheque.
- a. Rs. 10,000/- to CM^s Earth quakes, relief fund, Maharashtra.
 - b. Rs. 15,000/- to National foundation for Communal harmony.
 - c. Rs. 40,000/- to Municipality for family planning.
 - d. Rs. 25,000/- to approved institutions.


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Compute the amount of deduction admissible u/s 80(G) for the Assessment year 2021-22.

S.D. MAHILA MAHAVIDYALYA, NARWANA

Roll No. ...11:..... Class. B. Com. IIIrd Year. Sec. A:..... Subject. Income Tax.....

Date. 15/05/2022.....

Signature.....

24
40

Q. 2
Ans.

Computation of Total Income
for the Assessment Year (2022-23)

Income from Salaries	95,000 ✓
Income from House Property	44,000 ✓
Income from Business	420,000 ✓
Income from Long-Term Capital Gain	20,000 ✓
Income from Other Source (Lottery & Betting)	69,000 ✓
Gross Total Income ⇒	6,48,000 ✓
Add:- Agricultural Income	15,000 ✓
Aggregate Total Income ⇒	6,63,000 ✓

Calculation of Tax Liability on 6,63,000 :-

On Casual Income	69,000 @ 30%	20,700	524
On LTCG	20,000 @ 20%	4,000	69
On	25,000 Nil	Nil	543
On Balance	3,24,000 @ 5%	16,200	
		40,900	
Less :- 5% on 15,000 Agricultural Income		750	
		40,150	

Add:- 4% Education & Health Cess $40,356 \times 4\% = 1,614.24$
 Tax Liability $\Rightarrow 41,756$
 Net Tax Liability $\Rightarrow 41,760$ (Rounded off)

Computation of Total Income for the Assessment Year (2022-23)

1.) Income from Salaries:-	
Salary (40,000 x 12)	4,80,000
Wardenship Allowances	1,00,000
Rent free Accommodation (Note.1)	60,000
	6,40,000
Less:- Standard Deduction	50,000
Income from Salary	5,90,000
2.) Rent from House Property	12,000
Less:- 20% Annual Deduction	3,600
Income from House Property	8,400
3.) Long-Term Capital Gain (2,500 + 8,000)	10,500
Short-Term Capital Gain	9,000
Income from Capital Gain	19,500

4.) Dividend Received from Domestic Co.	800
Int. on Post Saving Bank Deposit	Exempt
Examinership Remuneration	4,500
Int. on Govt. Loan	5,500
Less:- Books Purchased	1,300
Income from other Source:-	9,650

Working (i) Note:- Calculation of Rent Free Accommodation:-

Actual paid	60,000
15% of Salary (5,80,000)	87,000
whichever is less i.e.	60,000

Income from Salaries	5,90,000
Income from H.P.	8,400
Income from Capital Gain	19,500
Income from other Source	9,650
Govt Total Income	6,27,550

deduction

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 S.D. Manjula Mahavidyalaya
 NARWARA

Manjula

Q. 1:
 Ans: Gross Total Income 3,05,000
 Less:- Deductions u/s 80C to 80D (15,000)
 80G :- 100% Unlimited (See Working Note) Nil
 50% Unlimited Nil
 Total Income \Rightarrow 2,90,000

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(Note 2) 100% Limited Promoting family planning (10,000)
 50% Limited Nil
 Total Income \Rightarrow 2,04,000

Working Note :- Calculation of Deduction u/s 80G :-

(i) 100% Unlimited :- PM National Relief Fund 10,000
 National Defence Fund 21,000
 Mangalore University (National Eminence) 10,000
 Books Donated to Approved College 6,000
 Approved Charitable Institution 38,000
 Total 76,000
 Nil

50% Unlimited

(ii) 100% Limited 10,000

Qualifying Amount 10% of $(3,05,000 - LTCG - 80C to 80D Deduction Except 80G)$
 \Rightarrow 10% of $(3,05,000 - 15,000)$
 $\Rightarrow 2,90,000 \times \frac{10}{100} = 29,000$

Q. 4:
 Ans:

Steps to file ITR Online :-

- (i) Go to the web portal www.incometaxindia.gov.in.
- (ii) Login with ID (PAN Card), Aadhaar Card.
- (iii) Select the ITR form and open with XML.
- (iv) Fill Assessment Year, Captch Code, OTP etc.
- (v) Click on Continue with, Calculation of tax etc.
- (vi) Verification Code,
- (vii) Verify with Aadhaar

Official Signature
 S.D. Manila Mahavidyalaya
 NARWANA

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Certificate (DSC) etc.

(viii) Submit the ITR.

(ix) Upload the ITR form and take the print of ITR.

Q.5.
Ans. Particulars of Gross Total & Total Income :-

Income from Salaries

Income from House Property

Income from Business & Profession

Income from Capital Gain

Income from Other Source

Gross Total Income

Less:- Deductions u/s 80C to 80U

Total Income

Q.6.
Ans. Penalties imposed on an Assessee :-

(i) यदि कोई करदाता अपनी आयकर विवरणी गलत भरता है और कर निव्वारण अधिकारी के कहने पर भी उसमें सुधार नहीं करता है तो उस पर जुर्माना लगाया जाता है।

(ii) यदि कोई करदाता कर - निव्वारण अधिकारी के आदेश क्रमों पर भी महत्वपूर्ण दस्तावेज जमा नहीं करता तो उस पर जुर्माना लगाया जाता है जो कर - दायित्व का 1% p.m होगा और ₹ 1,00,000 से ज्यादा नहीं।

(iii) यदि करदाता कोई ऐसी अल कर देता है जिसे नजर - अंदाज नहीं किया जा सकता तो उसे पर जुर्माना लगाया जाता है।

(iv) कर - निव्वारण अधिकारी यदि ₹ 1,00,000 से अधिक जुर्माना लगाता है तो उसको सहायक कमिश्नर से अनुमति लेनी होगी और यदि सहायक कमिश्नर ₹ 2,00,000 से ज्यादा जुर्माना लगाता है तो उसे संयुक्त कमिश्नर से अनुमति लेनी होगी।

यदि करदाता किसी प्रावधान का उल्लंघन करता है तो उस पर जुर्माना लगाया

Officially
S.D. Manita Mahavidyalyo
NARWANA

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Q. 7.

Ans: Income Tax Rate for An Individual -

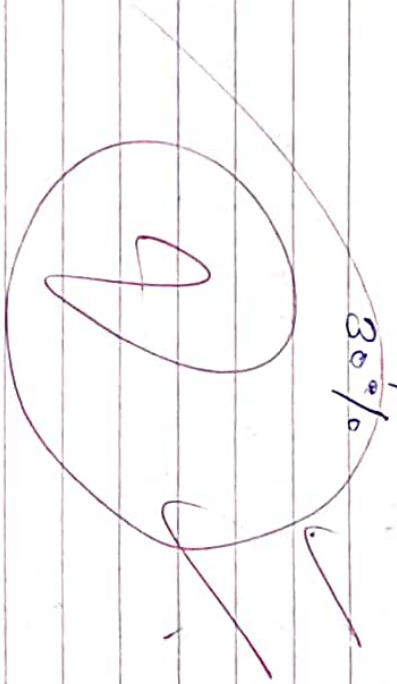
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MIRJANA

Age is upto 60 years \rightarrow

First	Balance Amount	Rate
25,00,000		Nil
2,50,000		5%
5,00,000		20%
		30%

Age above 60 Years \rightarrow

First	Balance Amount	Rate
5,00,000		Nil
5,00,000		20%
		30%



S.D. MAHILA MAHAVIDYALYA, NARWANA

Roll No. 30 Class B.com. final Sec. Subject Income Tax

Date 15/05/2022 Signature

32
30

305000	25000	}	2
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Ans 1

Gross Total Income
 less: ded u/s 80DD
 less: ded u/s 80G.

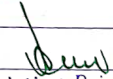
Total

Deduction u/s 80G.

Prime Minister's National Relief funds	10000	
National Defence fund	20000	
Mangalore University (National Eminence)	10000	
Municipality, approved for promotion of family planning #1	10000	
Approved charitable institution #2	6500	
Total Amount to be deducted u/s 80G.	56500	

Worky Notes-

16


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#1 Municipality, approved for promotion of family planning,

Limit = Qualify amt x 10%
 Qualify amt = GTI - ded u/s 80C to 80D (except 80G) - LTCG
 $305000 - 75000 \Rightarrow 2,30,000$
 $\therefore \text{Limit} = 2,30,000 \times \frac{16}{100} = 36800$

2. - Allowed charitable institutions
(23000 - 10000) at 30.000

13000 are 30.000
which ever is less.
amt. to be deducted = 13000 - 6500

Div
Income from Salary 95000 ✓
Income from H.P. 44000 ✓
Income from Business 420000 ✓
ITCG 20000 ✓
Income from other sources 69000 ✓
G.T.T. 648000 ✓
Less: ded. als 80 to 800 Nil ✓

Add: Agricultural Income 15000 ✓
Agricultural Income 663000 ✓

← Tax liability -

Special Rates :
Board income @ 30% 20700 ✓
ITCG @ 30% 4000 ✓
Income @ 20% 24200 ✓


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Remainung Income (663000 - 69000 - 20000) = 574000

Slab rates
~~250,000~~ Nil ✓
950,000 @ 5% 19500 ✓
74000 @ 20% 14800 ✓

58000 ✓
Less: Nil ✓
52200 ✓
Add: Health and Edu. con @ 4% 20850 ✓
Tax liability 53300 ✓
Less: TDS on Casual Income 20700 ✓
Net Tax liability 32600 ✓

Div 3
Income from Salary 590000 ✓
Income from H.P. 8000 ✓

In ITCG 8000 ✓
ITCG 9000 ✓
Income from other sources 615100 ✓
G.T.T. 615100 ✓
~~615100~~ ✓

Less: ded. als 80 C. (79000 + 6000) 78000 ✓
Total Income 537100 ✓

537100

Weekly notes

Income from Salary

Basic Salary (48,000 x 12)	480,000 ✓
Wardenship Allowance	10,000 ✓
Rent free accommodation (48,000 x 15% or 60,000)	60,000 ✓
7200 or 6000 whichever is less	6,000 ✓
Gross Salary	640,000 ✓
Less: Standard Deduction	50,000 ✓
Income from Salary	590,000 ✓

Income from H.P.

Rent from H.P.	=	12,000
Less: 30% S.D.		3,600
Income from H.P.		8,400

Income from other Sources

Dividend etc. from Domestic company	800
Examination remuneration	4,500

Less: Int on Govt Loan

Income from other sources

(5000) ✓
300

Ques 4. Steps to file ITR online

1. Log in directly, login to the www.incometax.gov.in with the user ID and password.
2. Go to register page and click register now and download the user ID and password form.
3. Go to e-file page, go to prepare and submit ITR-1 or 4s.
4. Select assessment year and fill all the details.
5. Click continue and submit the return.
6. Download the XML file as acknowledgement or ITR Verification form. Here, Digital Signature Certificate can be used if it is applicable.

1

Ques 5 Gross Total Income \rightarrow The total of the income received from all five heads i.e. salary, house property, Business/Profession, Capital Gain and other sources is called Gross Total Income. Income under all heads are to be calculated separately and then these all are added to get it is Gross Total Income.

Total Income \rightarrow The income computed after the amount deducted u/s 80C to 80U is called Total Income.

Partners

Income from Salary	xxx
Income from House Property	xxx
Income from Business and Profession	xxx
Income from Capital Gain	xxx
Income from Other Sources	xxx
<u>Gross Total Income</u>	xxx
Less: ded u/s 80C to 80U	(xxx)
<u>Total Income</u>	xxx

Ques 7 Income Tax Rates

Individual (Age up to 60 years)

Income	Rate
First 250,000	Nil
Next 250,000	5%
Next 5,00,000	20%
Next other balance	30%

Individual (Age above 60 years)

Income	Rate
First 5,00,000	Nil
Next 5,00,000	20%
Remaining balance	30%

Result of Certificate Course

How to E-filing Income Tax Returns
Session 2021-22 M.M 40

SrNo.	Student Name	College Roll No.	Marks
1	Meenu	2407020066	35
2	Anuradha	3288220002	33
3	Priyanka	3288220003	35
4	Bharti	3288220004	36
5	Pargati	3288220005	34
6	Simran	3288320001	31
7	Gunjan	3288320006	32
8	Bhawna	3288320007	36
9	Sunidhi	3288320009	37
10	Sakshi	3288320010	35
11	Surbhi Garg	3288320011	32
12	Rajinder Kaur	3288320012	24
13	Navneet	3288320013	34
14	Pooja	3288320014	37
15	Raman Preet Kaur	3288320015	33
16	Alka	3288320016	35
17	Monika Rani	3288320017	36
18	Meenakshi	3288320018	34
19	Anjali	3288320019	31
20	Garima Devi	3288320020	32
21	Tamanna	3288320021	36
22	Manpreet	3288320022	37
23	Aayushi Garg	3288320023	35
24	Deepali	3288320024	32
25	Khushi Mittal	3288320025	32
26	Sheetu Garg	3288320026	34
27	Mittali	3288320027	37
28	Preeti	3288320028	33
29	Poonam	3288320029	35
30	Priyanka	3288320030	32
31	Anjali	3288320031	34
32	Jyoti	3288320032	31
33	Shikha	3288320034	32
34	Sanju	3288320035	36
35	Muskan	3288320036	37
36	Manisha	3288320037	35
37	Raman Kaur	3288320038	34
38	Anchal Devi	3288320039	37
39	Seema	3288320040	33
40	Pooja Moar	3288320041	35

Officiating Principal
S.D. Mahila Mahavidyalaya
NARWARA

S.D. MAHILA MAHAVIDYALYA

NARWANA (JIND)

(Affiliated to Ch. Ranbir Singh University, Jind)



Certificate of Participation

This is to Certify that Miss/Mrs.....*Anu*.....

of Class *B. Com. Final*..... Participated in *How to E-filing Income Tax Return* course for a

duration of 36 hours organised in College Campus by Commerce and Economics dept., Computer dept.

and Placement Cell.

Neep
Convener

Gay
Co-Convener

Devi
Principal

S.D. MAHILA MAHAVIDYALYA

NARWANA (JIND)

(Affiliated to Ch. Ranbir Singh University, Jind)



Certificate of Participation

This is to Certify that Miss/Mrs.....SAKSHI.....

of Class ~~B. Com. FINAL YEAR~~ Participated in ~~How To E-FILING IN INDIC TAX RETURN~~ course for a

duration of 36 hours organised in College Campus by Commerce and Economics dept., Computer dept.

and Placement Cell.


Convener


Co-Convener


Principal

REPORT

How to E-Filing Income Tax Return

The add-on Course cover the most basic to the advanced concepts through a blend of theory and practicals. The learning structure provides essential knowledge and understanding to the students. A Course program in ITR Filing teaches students to file online Tax Return using authorized software tools. These courses teach Pan Card application, Tax filing, knowledge about various ITR forms specially filing ITR-I form. The course developed at S. D. Mahila Mahavidyalaya by Commerce dept. are relevant to individually filing Income Tax Return and job oriented. The syllabus of Course program ensures the best upskilling and experience for students. The Paper is 40 Marks and duration of course is 30 hours. Total appeared and Total students in B. Com. Final 2021-22 and 2022-23 are as follows:

Year	Total students	Total appeared
2021-22	61	61
2022-23	52	52