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# ST. ANN'S COLLEGE FOR WOMEN

(A Catholic Christian Minority Institution Affiliated to Acharya Nagarjuna University)  
(Recognized the College Under Section 2(f) of the UGC Act. 1956 - New Delhi)

**AMARAVATHI ROAD, GORANTLA, GUNTUR - 522 034. A.P.**

Date: 13<sup>th</sup> June 2023

## DEPARTMENT OF COMMERCE

### NOTICE

All the students of I & II B. Com (Gen) and (CA) are hereby informed that the Department of Commerce in association with IQAC is organising a 30-hour add on course on " Tax Procedures" from 14<sup>th</sup> to 26<sup>th</sup> June 2023. The course will be conducted offline mode from 9.00am to 12.00pm every day with following contents.

#### CONTENTS

- ❖ Income Tax some practical aspects....
- ❖ GST some practical aspects...
- ❖ Tally – Overview .....
- ❖ MS office and MS excel – overview...

Course Re-source Person:

Mr. T. Kiran Kumar, Chartered Accountant

Note:

The course is free of cost and the successful candidates will be issued certificate by the college which will help them in future.

*for G. Saroja.*  
Head of the Department of Commerce  
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*Dr. B. F. K. K. K.*  
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ADD ONCOURSE ON TAX PROCEDURES  
FOR B.COM STUDENTS

Action plan

TABLE OF CONTENTS

1. Income Tax some practical aspects.....
2. GST some practical aspects .....
3. Tally - Overview.....
4. MS office and MS excel - overview.....

1. INCOME TAX

- ❖ Browsing Income tax website –
- ❖ <https://www.incometax.gov.in/iec/foportal/>
- ❖ IT login site - <https://eportal.incometax.gov.in/iec/foservices/#/login>
- ❖ PAN application and Correction application –
- ❖ Form 49A –  
<https://www.onlineservices.nsdli.com/paam/endUserRegisterContact.html>
- ❖ How to apply e Pan - <https://eportal.incometax.gov.in/iec/foservices/#/prelogin/instante-pan>
- ❖ TAN Application and correction application – Form 49B -  
<https://tin.tin.nsdli.com/tan/index.html>
- ❖ How to register a PAN online -  
<https://eportal.incometax.gov.in/iec/foservices/#/prelogin/register>
- ❖ How to link Aadhaar and PAN -  
<https://eportal.incometax.gov.in/iec/foservices/#/prelogin/bl-link-Aadhaar>
- ❖ Brief about 5 heads of income
- ❖ Rates of income tax
- ❖ Navigation of IT login of an individual
- ❖ How to download Form 26AS – Its use
- ❖ How to download AIS, TIS - Its use How to prepare a simple income tax return Types of Income tax returns -  
<https://www.incometax.gov.in/iec/foportal/help/individual/return-applicabl>

Different kinds of software available for return filing and their uses

How to check your filed return status

How to check compliance portal

How to check for demand if any. Different kinds of TDS returns – What is TDS  
- Rates of TDOverview

How to pay taxes online

2. GST Overview of GST and its concepts

Browsing GST portal - <https://www.gst.gov.in/>

Browsing e-way bill portal – purpose -

<https://www.ewaybillgst.gov.in/Login.aspx>

Browsing e-invoice portal – purpose -

<https://einvoice.gst.gov.in/einvoice/dashboard>

Types of GST returns

How to file GST returns in the portal.

Navigation of different options in GST portal

How to check for notices in GST portal

How to generate ledgers in GST portal ( Credit ledger, cash ledger, input ledger)

How to create a challan in GST

3. TALLY SOFTWARE

Overview

Navigation of menu options in the software

How to pass entries Function keys - purpose

How to generate ledgers, balance sheet, profit and loss accounts.

How to export reports to pdf and/or excel

4. MS WORD AND MS EXCEL

Overview

Navigation of some important menu options

Knowing some important functions in MS excel

How to write a letter in MS word.

How to prepare a sample balance sheet and profit and loss account

### COURSE OUTCOMES

- In-depth knowledge of GST provisions
- Impact of GST on various sectors and their business models
- Practical training for GST registration, Certification
- Technical skills to learn

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