

**DEPARTMENT OF COMMERCE
SHYAM LAL COLLEGE
UNIVERSITY OF DELHI**

Subject- E-Filing of Returns	Paper- BC 4.5(c)	B.com(H) Sem. (IV)
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S.N.	From	To	Topics
Week 1	05-Jan-23	07-Jan-23	Unit I: Conceptual Framework, Meaning of e-filing, difference between e-filing and regular filing of returns
Week 2	09-Jan-23	14-Jan-23	Unit I: Conceptual Framework, benefits and limitations of e-filing, types of e-filing
Week 3	16-Jan-23	21-Jan-23	relevant notifications, practical workshop
Week 4	23-Jan-23	28-Jan-23	Unit II: Income tax and E-filing of ITRs, Introduction to income tax — basic terminology, types of assessee,
Week 5	30-Jan-23	04-Feb-23	Unit II: Income tax and E-filing of ITRs, Income taxable under different heads, Practical workshop
Week 6	06-Feb-23	11-Feb-23	Unit II: Income tax and E-filing of ITRs, basics of computation of total income and tax liability, practical workshop
Week 7	13-Feb-23	18-Feb-23	Unit II: Income tax and E-filing of ITRs, deductions available from gross total income, PAN card, practical workshop
Week 8	20-Feb-23	25-Feb-23	Unit II: Income tax and E-filing of ITRs • Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6. • practical workshop
Week 9	27-Feb-23	04-Mar-23	Unit II: Income tax and E-filing of ITRs-Introduction to Income tax Portal, Preparation of electronic return (practical workshops).
	05-Mar-23	12-Mar-23	Mid Sem. Break
Week 10	13-Mar-23	18-Mar-23	Unit II: Income tax and E-filing of ITRs- due date of filing of income tax return.
Week 11	20-Mar-23	25-Mar-23	Unit III: TDS and E-filing of TDS returns- Introduction to the concept of TDS, practical workshop
Week 12	27-Mar-23	01-Apr-23	Unit III: TDS and E-filing of TDS returns- types of forms for-filing TDS returns, practical workshop on e-filing of TDS returns.
Week 13	03-Apr-23	08-Apr-23	Unit III: TDS and E-filing of TDS returns- provision regarding returns of TDS Unit IV: Service tax and E-filing of Service tax returns- Introduction to service tax
Week 14	10-Apr-23	15-Apr-23	Unit IV: Service tax and E-filing of Service tax returns- steps for preparing service tax returns; • practical workshop on e-filing of service tax returns.
Week 15	17-Apr-23	22-Apr-23	Unit IV: Service tax and E-filing of Service tax returns- relevant notifications regarding e-filing of service tax returns • practical workshop on e-filing of service tax returns.
Week 16	24-Apr-23	29-Apr-23	REVISION
Week 17	01-May-23	03-May-23	REVISION