



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A++ GRADE' UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

NOTIFICATION

Ref.: Academic Council Resolution No.III.11 dated 15.06.2025

In pursuance of above Academic Council Resolution, it is notified for the information of all concerned that Three Months Certificate Course on E-Filing of Income Tax Return in the Centre for Distance and Online Education, University of Jammu, Jammu is hereby introduced.

The Course Scheme & Structure of the Certificate Course are given in **Annexure**.

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acd/I/25/ 6266-74
Dated: 19/8/2025

Copy for information to:-

1. Special Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Hon'ble Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs
3. Director, Centre for Distance and Online Education
4. Sr. P.A. to the Registrar/Controller of Examinations/Director, DIQA
- ✓ 5. Director, CITES&M **alongwith annexure for n.a.**
6. I/c Librarian, Dhanvantri Library
7. Guard File

Abuoca
18/8/25
Joint Registrar (Academic)

14/8
14/08/25

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
UNIVERSITY OF JAMMU**

Certificate Course on E-Filing of Income Tax Return

Introduction

Taxes are important source of revenue for any modern society its roots can traced back to as old as existence of human civilizations. It nurtures civilizations and helps them to expand. The Income Tax Department in India has been of paramount importance in strengthening the financial health of the country. Up till March 31, 2022, more than 7.14 crore Income Tax Returns (ITRs) for the AY 2021–2022 were submitted, and the Financial Year 2021–2022 saw net direct tax collections of about Rs. 14.09 lakh crore. In independent India, this is the biggest amount of direct tax collected. This has been made possible by the efforts of Income Tax Department in making the system transparent and easy to be adhered by the tax payers. With this background this 30 hours course is being introduced so that we can create skilled workforce which can help tax payers to comply with the different provisions of filing of Income Tax Return electronically.

Objectives:

- (i) To understand the importance of Filing of Income Tax Return and types of return;
- (ii) To provide knowledge about provisions of TDS and applicability of different forms for filing ITR;
- (iii) To understand the process of filing of ITR electronically; and
- (iv) To enhance employability potential of youth in the area of filing of Income Tax Return.

Course Learning Outcomes: After attending this course participant shall be able to:

- (i) know the importance of e-filing and different types of return;
- (ii) understand the provisions pertaining to applicability and non-applicability of different ITR forms;
- (iii) comprehend the recent Amendments in Filing of Return; and
- (iv) understand the process of filing return of Income electronically.

Eligibility: The eligibility for admission to this course shall be graduation in any discipline.

Who Can Attend: Beneficial for students interested in understanding the process of filing of Income Tax Return and other related provisions.

Intake Capacity: 50 (Minimum 30 students must enroll to commence the course) per batch..



Course Fee: Rs. 3,000

Attendance: Minimum 80% of the session must be attended by the participants

Evaluation Criteria for award of certificate: 100 marks question paper consisting of MCQs and short answer questions.

Duration of the Course: 3 months

Course Contents

Topics to be covered	Duration (in Minutes)
Basics of Income Tax Return Filing, Concept of Belated Return, Defective Return and Revised Return	120
Duties and responsibility for Deducting Tax at Source, Penalties and Consequences for Non-Filing of Return	120
Recent Amendments in Filing of Return as per Latest Finance Act	120
Points to be Kept in Mind for Avoiding Income Tax Notices, Demands and Penalty	120
Filing of ITR 1 (Applicability & Practical Approach)	180
Filing of ITR 2 (Applicability & Practical Approach)	180
Filing of ITR 3 (Applicability & Practical Approach)	180
Filing of ITR 4 (Applicability & Practical Approach)	180
Filing of ITR 5 (Applicability & Practical Approach)	180
Filing of ITR 6 (Applicability & Practical Approach)	180

J. Kaur

Filing of ITR 7 (Applicability & Practical Approach)	180
Verification of returns	60

Proposed Expenditure

Total Receipts (Expected)	Remuneration to external expert	Examination Expenses	Misc. Expenses
Rs. 90000 (30*3000)	Rs. 30000 (30*1000)	Paper Setting – Rs. 3000 Evaluation- Rs. 30*30=900 3900	Rs. 20,000

Total Expenditure = Rs. 62,600 (30000+6900+20000)

How