



**LUMDING COLLEGE,
LUMDING, HOJAI, ASSAM
(Affiliated to Gauhati University)**

Common Rules and Regulations

Policy Guidelines/Parameters for conducting Certificate Course

The College offers Add-On/Certificate Courses for students, who are pursuing that full time Bachelor's Course in the campus, although it is not mandatory

List of Certificate Courses

1. Certificate course in Fundamentals of Stock Markets, Department of Commerce, (Only for TDC 1st Semester students).
2. Certificate course in Fundamentals of Insurance & Risk Management, Department of Management, (Only for TDC 2nd Semester students).
3. Certificate course in Information Technology in Business, Department of Computer Science, (Only for TDC 3rd Semester students).
4. Certificate course in Fundamentals of E-Filing of Returns, Department of Accountancy, (Only for TDC 4th Semester students).
5. Certificate course in Investment Management, Department of Commerce, (Only for TDC 6th Semester students).
6. Certificate course in Mushroom Culture Technology, Department of Botany, (Only for TDC students).
7. Certificate course in Tourism and Cultural Heritage Study, Department of History, (Only for TDC students).
8. Certificate course in Household Wiring, Department of Physics, (Only for TDC students).

- (a) Any academic department/ Cell of the College can conduct the certificate course with due approval from the Governing Body of the college.
- (b) Announcement of the course should be made at least one month prior to the beginning of the course and most preferably before commencement of new academic session.
- (c) Students can opt for any one Certificate course which is designed by the department at a time. No one is eligible to enroll in more than one Certificate course in one particular semester.
- (d) There should be only one Coordinator of each course from the concerned department/Faculty who introduced the certificate course. To facilitate the accountability and effectiveness, faculties of the department must be entrusted with this job.
- (e) Each course should be held at least once in a year and must be specific for whom the course is designed.
- (f) The maximum number of enrollment in each course is limited upto 50.
- (g) The courses and examination should be held on the weekends (Sunday or holidays). Under no circumstance regular classes should not be hampered.



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**BOARD OF STUDIES MEETING Dated: 13-06-2022
Academic Session: 2022-23**

Agenda:

1. To prepare and accept the syllabus for certificate course designed by various departments which are likely to be introduced during the academic session 2022-23.
2. To prepare and accept the Regulation for certificate course designed by various departments which are likely to be introduced during the academic session 2022-23.
3. Misc.

Resolution:

1. Prepare and accepted the syllabus and model question paper for certificate course of the undernoted departments for implementation for that Academic year 2022-23 onwards.
2. Prepare and accepted the Common rules and regulation for certificate course introduced by different departments for implementation for that Academic year 2022-23 onwards.

List of Certificate Courses

1. Department of Commerce, Certificate course in Fundamentals of Stock Markets (Only for TDC 1st Semester students).
2. Department of Management, Certificate course in Fundamentals of Insurance & Risk Management (Only for TDC 2nd Semester students).
3. Department of Computer science, Certificate course in Information Technology in Business (Only for TDC 3rd Semester students).
4. Department of Accountancy, Certificate course in Fundamentals of E-Filing of Returns (Only for TDC 4th Semester students).
5. Department of Commerce, Certificate course in Investment Management (Only for TDC 6th Semester students).
6. Department of Botany, Certificate course in Mushroom Culture Technology (Only for TDC students).
7. Department of History, Certificate course in Tourism and Cultural Heritage Study (Only for TDC students).
8. Department of Physics, Certificate course in Household Wiring (Only for TDC students).

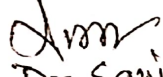
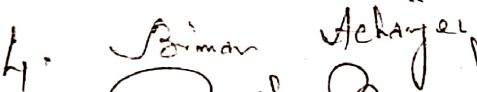
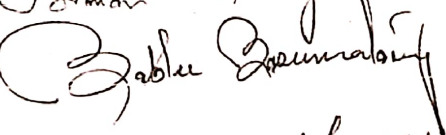
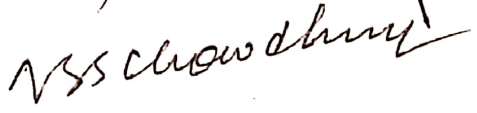
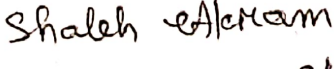
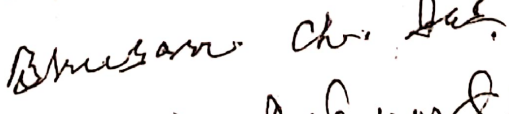
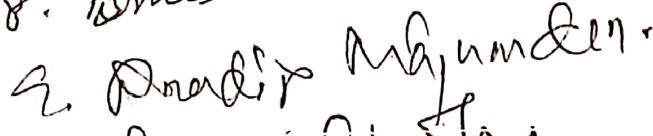
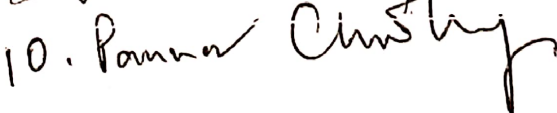
Signature of the Members of BOS, Add-On/ Certificate course, Lumding College

8. Dr. Sanjay Kant Das	2. Dr. Manash Mariani
9. Bhutan Ch. Das	3. Parashu Upadhyay
10. Randeep Singh, under	4. Dimple Choudhary
11. Panna Choudhary	5. Bablu Barman
	6. Vishnu Choudhary

- (b) The duration of the course shall not be less than 45 days (30 hours with 6 credit points). 70 percent of the time should be devoted in class room teaching and 30 percent on hands on training or in case/self- study.
- (i) The enrollment fee would help to meet the cost of the faculty, background materials and also to ensure that the members who are enthusiastic towards the course would only attend the course. The course fee is subject to a maximum of Rupees Three hundred only. One third of the fee what so ever collected needs to be transferred to college fund and rest amount may use for running the course. The college will supply blank answer scripts only for written examination of the certificate course.
- (j) The minimum attendance for the course should be 75%.
- (k) Every department who is organizing the certificate course shall evaluate the participants through the examination process to be conducted by the respective departments.
- (l) Certificate of participation must be issued to the successful candidate by the departments in the standardized format.
- (m) For evaluation of participant's performance both theory and practical marks will be considered and it will be expressed on percentage and later converted into 10 point CGPA. (for example, 55 percentage is equal to 5.8 CGPA, 70 percentage is equal to 7.4 CGPA).

Formulated by the BOS

Signature of the Members of BOS, Add-On/ Certificate course, Lumding College

1. 
Dr. Sanjay Kanti Das
2. 
Dr. Manashi Maranda
3. 
4. 
Soiman Achary
5. 
Bablu Barmah
6. 
Nss Chowdhury
7. 
Shaleh Akram
8. 
Bhuvan Ch. Das
9. 
Anandip Majumdar
10. 
Panna Choudhury



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DEPARTMENT OF ACCOUNTANCY

CERTIFICATE COURSE IN

Fundamentals of E-Filing of Returns (Only for TDC 4th Semester students)

Marks: 100 (70 for Theoretical and 30 for Practical) Credit: 4

Lectures: 45

Objective: The objectives of this certificate course is to provide the students the concepts and practical knowledge about electronic filling of returns.

Syllabus for Certificate Course

Unit I: Introduction

Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing, Types of e-filing process; relevant notifications.

Unit II: Income Tax and E-Filing of ITRs

Introduction to income tax – basic terminology, types of assessee, income taxable under different heads. Basics of computation of total income and tax liability, deductions available from gross total income, practical knowledge on e-filing and Instructions for filing out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6.

Unit III: TDS and E-filing of TDS returns

Introduction to the concept of TDS; provision regarding return of TDS; types of forms for filing TDS returns; practical knowledge on e-filing of TDS return.

Unit IV: GST and E-filing of GST Returns

Introduction to GST; relevant notifications regarding e-filing of GST return; steps for preparing GST returns; practical knowledge on e-filing of service tax returns.

Unit 5:

Project/ Practical

Suggested Readings:

1. Ahuja, Girish and Gupta, Ravi, Systematic Approach to Income Tax, Bharat Law House, Delhi

DEPARTMENT OF ACCOUNTANCY



CERTIFICATE COURSE IN

Fundamentals of E-Filing of Returns

(Only for TDC 4th Semester students)

Question Paper Pattern

Total Marks for

Theory Examination: 70 Time: 3 hours

Practical Examination: 30 Time: 1 hour

All Units (from unit 1 to Unit 4) of the syllabus carries equals marks.

Question Pattern & Marks Division

- Q.1. Ten short questions carrying 1 mark each. ($1 \times 10 = 10$). There will be only 10 questions and all the ten short questions are compulsory. Alternative choice is not available.

Questions in this category may be of "direct answer" type or they may be of "multiple choice" type or they may be of "filling in the gap" type. It is advisable to mix different categories but the question setter has freedom in this respect.

**** The question setter is required to provide answers to the questions in Q, No.1 in a separate sheet along with the question paper.**

- Q.2. Six short questions will be asked out of which five questions are to be answered. Marking pattern is 2 marks for each. ($2 \times 5 = 10$).
- Q.3. Six questions will be asked out of which Four (4) are to be answered. Marking pattern is 5 marks for each question ($5 \times 4 = 20$).
- Q.4. Five questions will be asked out of which three questions are to be answered. Marking pattern is 10 marks for each. ($10 \times 3 = 30$). The marks allotment for these questions may be accumulated, for example $2+3+5 = 10$, or $5+5=10$ etc.

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DEPARTMENT OF ACCOUNTANCY

CERTIFICATE COURSE IN



Fundamentals of E-Filing of Returns
(Only for TDC 4th Semester students)

INSTRUCTION TO PAPER SETTERS

1. Confidentiality must be strictly maintained.
2. The question papers should be prepared strictly in accordance with the syllabus. Specification and design of the question paper of the department.
3. The question paper should cover the entire syllabus with proper distribution and weightage of marks for each question or a part thereof. The question paper should cover all units so as to discourage selective study and cramming. **No question should be set outside the syllabus.** As far as practicable, repetition of last year questions may be avoided.
4. Maintaining the standard, the language of questions should be simple, direct, and worded clearly and unequivocally so that the candidates may have no difficulty in appreciating the scope and purpose of the questions. The length of the expected answer should be specified as far as possible in the question itself.
5. Particular care should be taken to ensure that the candidates may have reasonable time to think over and to answer all questions within the allotted time, leaving a fair margin for revision work.
6. Question which may offend or hurt the sentiment of the examinee on the ground of religion, community, political belief and social system should be avoided.
7. The manuscripts of question paper should be legibly written or typed by the question setter. Papers should be typed in the format as:
 - Paper size: **A4**; Font style: **Time New Roman**; Font size:12; Line spacing:1.5; Header portion should be in font size 14 with **bold and capital letters**.
 - The print should be sufficiently dark and clear to produce good quality photocopies.
 - Each page must be numbered clearly, (e.g.) page 1 of 2, at the middle bottom of the page.
 - Use only one side of the paper when printing the examination paper.
8. All relevant draft and notes should be effectively destroyed. **No copy of any question paper is to be retained by the question setter.**
9. 'Instruction to the examinee' should be correctly specified on first page of the question paper.
10. Paper setters are requested to record in the margin opposite to each question the maximum number of marks they intend to assign to it.
11. If any of the near-relation of the paper setter is appearing at the examination, it should be intimated prior to undertaking this assignment.
12. Please type '**END OF PAPER**' immediately after the last question.



Dept of Accountancy

B.Com. 4th Sem

Certificate in Fundamentals of
F- Filling of Retir.

Enrollment

N	Class	Name of Students	Matr. No	Fees	Signature
1	14	Pinky shome	8399033179	300	Pinky shor
2	15	Susmita Deb	6002779918	300	Susmita
3	73	Debolina hoda	9365160199	300	Debolina h
4	39	Joysee Dutta	8638385886	300	Joysee
5	63	Prachi Agarwal	9957418865	300	Prachi Ag
6	12	Jyotirmoy Chanda.	6002242767	300	Jyotirmoy
7	38	Sumit Mandal	9394306436	300	Sumit Ma
8	40	Amit Das	9678548727	300	Amit Da
9	10	Sumit Deb	9395133991	300	Sumit Deb
0	04	Deep Paul.	6000016763	300	Deep Paul
1	06	Bappi Grope	6901440352	300	Bappi C
2	03	Deep Rabi Das.	6002157027	300	Deep R
3	01	Oam Kumar Sharmar.	8822426119	300	Oam Kumar
4	83	Simhan	9954146461	300	Simhan.
5	26	Rohit Das	6002932167	300	Rohit a
6	25	Obijit mazam date	7636888119	300	Obijit ma
7	26	Dip chakraborty	9127434295	300	Dip chakrabi



Date :- 27/06,

To
The Principal,
Lumding College, Lumding, Hojai, Assam

Sub:- Application for hand over 1/3 of total enrollment fee for certificate course in 'E-Filing Of Returns' (for TDC 4th Sem)

Respected Sir,

With due respect, to state that I am the course co-ordinator of the said course and I would like to hand over the following amounts as under

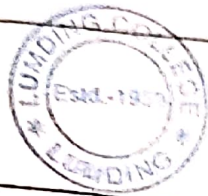
No. of Enrolled Students	Amounts against each student	Total
17	Rs. 100/-	Rs. 1700/-

Therefore, I request you to be kind enough to accept my request and obliged me.

Received Rs. 1700
27/6/2023

Shuman CH

Asst. Professor,
Dept. of accountancy, Lumding College
Course Co-ordinator



Enrollment Cum Attendance Register

DEPARTMENT OF ACCOUNTANCY LUMDING COLLEGE, LUMDING, HOJAI, ASSAM CERTIFICATE COURSE IN "FUNDAMENTALS OF E-FILING OF RETURNS" (TDC 4th Semester)

CERTIFICATE COURSE IN "FUNDAMENTALS OF E-FILING OF RETURNS" (TDC 4th Semester)																			
Sl.No	Registered Enrollment No	Name	Class Days/Date																
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1	22DC001	Pincky Shome	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D	B.C.D		
2	22DC002	Susmita Deb	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
3	22DC003	Debolina Lodh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
4	22DC004	Joyasree Dutta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
5	22DC005	Prachi Agarwal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
6	22DC006	Jyotirmoy Chanda	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
7	22DC007	Sumit Mandal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
8	22DC008	Amit Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
9	22DC009	Sumit Deb	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
10	22DC010	Deep Paul	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
11	22DC011	Bappi Gope	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
12	22DC012	Deep Rabi Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
13	22DC013	Om Kumar Sharma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
14	22DC014	Simran	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
15	22DC015	Rohit Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
16	22DC016	obijit Mazumdar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
17	22DC017	Dip Chakraborty	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		

Name of Course Co-Ordinator

Bhuvan Ch 7.