



Raniganj Girls' College

P.O. : Searsole Rajbari - 713358, Dist. Burdwan, West Bengal

Principal : ☎ (0341)-244-4069, Telefax : (0341)-244-9274, Office: (0341)-244-5280

email: raniganjgirlscollege@gmail.com. website: www.raniganjgirlscollege.org

(NAAC Accredited : B+)

Ref. No.

Date

NOTICE

Online applications from eligible candidates are invited for joining three month certificates course in Hindi, Urdu, Santali and Commerce. Only regular students of all streams of Raniganj Girls' Collge can apply the below mention course. Course details, description and other related information are mention below.

Course Name :

Hindi: A certificate course in Basic Hindi

Urdu: Certificate Course in Basic Knowledge of Urdu Language

Commerce: Online Certificate Course on "INCOME TAX PRACTICE"

Course Duration:

3 Months (Consisting of 48 Hours)

Course Fees Structure:

Registration Fees: Rs. 50/-

Monthly Course Fees: Rs. 200/-

Certificate:

Certificate will given after the completion of the course

Registration Link :

<https://rzp.io/l/v8xe7EGOzD>

By Order
Dr. Chhabi De
Principal
Raniganj Girls' College

ONLINE CERTIFICATION COURSE ON INCOME TAX PRACTICE

Transferring students to the Practitioner

Offered by: Department of Commerce, Raniganj Girls' College

Duration: 3 Months (Consisting of 48 Hours)

Eligibility: B. Com (2nd Year and 3rd Year Students)

Language of Teaching: English

Timing: 3 days in a week of 1 hour per class

Course Structure: Course is divided in two part Theory and Practical including Basic of computer (Word and Excel, Net)

Objective of the Course:

It is one of the important value addition course specially designed for the students of under graduate of Bachelor in Commerce. This course will provide wide ranges of knowledge in the area of Income Tax law and Practice. This course will provide the learners the knowledge about the computation of Total Income and computation of tax liability of different types of Person. Students will acquire knowledge about the Income Tax filing and Income appeal. Learners can easily handle TDS and Mange TCS. After completing this course a certified Students will easily provides the guidance to different person about their tax planning.

Key Learning Objectives:

- ❖ Gain knowledge about the Income Tax Law assessment
- ❖ Know about the different Heads of Income
- ❖ Know about the Computation procedure of Total Income
- ❖ Learn about the computation of Tax Liability
- ❖ Acquire the knowledge about the handling of TDS and TCS
- ❖ Gather the knowledge of Application of PAN
- ❖ Know about the different types of Income Tax Assessment
- ❖ Learn about the filing of Income Tax return including e-filing
- ❖ Know about the strategies of Tax Planning

Mission: The mission is to contribute economic, social, intellectual development of the students through providing excellence guidance in Income Tax practice.

Vision :

- ❖ To develop competent, committed, reliable and efficient Income Tax Practioner
- ❖ To provide valuable of knowledge in Income Tax practice
- ❖ To cultivate the passion for learning of practical knowledge in Income Tax

- ❖ To provide such an platform to the students that definitely help the students for their socio-economic and personality development

Course Content:

- A. Principle of Income Tax (Theory and Practical)
- B. Basic Of Computer (Practical)

Topic of Principle of Income Tax:

Module I: Introduction to Income Tax and Introduction to Computer (4 Class)

- (i) Basic concept and Definitions under IT Act
- (ii) Residential Status and Incidence of Tax
- (iii) Exempted Income
- (iv) Basic of Computer

Module II: (10 Classes)

- (i) Concept of Different Heads of Income
- (ii) Income from Salaries
- (iii) Income from House Property
- (iv) MS-Office (Word)

Module III: (10 Class)

- (i) Income from Profits and Gains from Business and Profession
- (ii) Income from Capital Gain
- (iii) Income from Other Source
- (iv) MS-Word/ MS- Excel

Module IV: (8 Class)

- (i) Deduction from Gross Total Income , Tax Rebates and Reliefs
- (ii) Computation of Total Income (Excluding corporate Assessee)
- (iii) Set-Off and Carry forward of Losses
- (iv) Computer

Module V: (6 Class)

- (i) Provision for filing of Return
- (ii) Assessment of Return
- (iii) Advance Tax, TDS, TCS
- (iv) Computer

Module VI:(10Class)

- (i) Practical on Application for PAN
- (ii) Discussion about the different types of Income tax FORM for filing return
- (iii) Practical on Filing of Income Tax offline
- (iv) Practical on e- Filing of Income Tax.

हिंदी विभाग
रानीगंज गर्ल्स कॉलेज
Certificate course in basic Hindi

हिंदी सर्टिफिकेट पाठ्यक्रम

कुल समय- 48 घण्टे
पूर्णांक-100

हिंदी भाषा : हिंदी एक भारतीय भाषा है। हिंदी का इतिहास लगभग एक हजार वर्ष पुराना है। भारत ही नहीं पूरे विश्व में इसका प्रयोग लिखने, पढ़ने और बोलने में किया जाता है। संपर्क माध्यम के रूप में हिंदी भाषा का उत्कृष्ट स्थान है। हिंदी भाषा का अपना व्यापक और विस्तृत रूप है।

पाठ्यक्रम का उद्देश्य:

- शिक्षार्थियों को हिंदी भाषा का परिचय करवाकर उनके संपर्क माध्यम को उत्कृष्ट बनाना।
- अहिंदीभाषी शिक्षार्थियोंको हिंदी भाषा, व्याकरण और उसके विभिन्न रूपों से परिचितकराना।
- हिंदी भाषा को शुद्ध रूप से पढ़ना, लिखना और बोलना सिखाना।
- शिक्षार्थियों में अनुवाद करने की क्षमता का विकास करना।
- शिक्षार्थियों में हिंदी के प्रति रुचि जगाना। उन्हें पत्रकारिता के क्षेत्र में, फिल्म की कहानी, पटकथा, संगीत तथा संवाद-लेखन के क्षेत्र में, विदेशी दूतावासों में द्विभाषीय के रूप में, टंकण कर्ता के रूप में और हिंदी अनुवादक के रूप में कार्य करने योग्य बनाना।

विषय सूची

कुल व्याख्यान-48

इकाई-1 हिंदी भाषा का परिचय	3
इकाई-2 हिंदी वर्णमाला और उनका उच्चारण	6
इकाई-3 हिंदी के अंक और उनका उच्चारण	2
इकाई-4 हिंदी की मात्राएँ और उनका प्रयोग	3
इकाई-5 वाक्य-भेद और लिंग-भेद	8
इकाई-6 वचन, काल, क्रिया का सामान्य परिचय	9
इकाई-7 हिंदी निबंध लेखन (अधिकतम 500 शब्दोंमें)	2
इकाई-8 अशुद्धवाक्य को शुद्धकरना	5
इकाई-9 पर्यायवाची शब्द- आकाश, अग्नि, जल, धरती, हवा, बादल, पेड़, कमल, चंद्रमा, स्त्री, पुरुष, सूर्य, पुत्र, सोना, तालाब, कृष्ण, घर, आँख, चाँदी, फूल, गणेश, मित्र, प्रेम, शरीर, पुत्री।	5
इकाई-10 विलोमशब्द- प्रकाश, पिता, मित्र, राजा, गुलामी, आशा, रात, अच्छा, बड़ा, गरम, कोमल, सफल, हानि, उत्कृष्ट, गरीब, ईमानदार, ऊँचा, धूप, सम्मान, सच, नया, अपना, हँसना, आकाश, विजय	5

RANIGANJ GIRL'S COLLEGE
Department of Urdu

Course Name:

Certificate Course in Basic Knowledge of Urdu Language

Course Code: URDCC

Eligibility Criteria: Higher Secondary

Total Hours: 48

The Urdu Language:

Urdu is one of the Indian Language It belongs to the Hindustani group of the Indo-Iranian branch of the Indo-European family .Approximately two hundred million people around the world speak Urdu as a first or second language.

Objective of the Course:

It helps the learner to develop the communication skill in Urdu. It helps the learner to develop their translation skill in Urdu. It help the learner to develop their many other skill like Mass communication, Library course,

Film Script writing ,Songsetc in Urdu.

COURSE OUTLINE

		Lectures/Hours
Unit.1	Introduction of the Urdu Language	04
Unit.2	The Urdu Script	04
Unit.3	The Urdu Alphabet and its Pronunciations	04
Unit.4	Urdu Alphabet Chart	04
Unit .5	Diacritics Chart	04
Unit .6	The Reading and writing Urdu Text	06
Unit.7	Urdu Essay writing	06
Unit. 8	Urdu Translation	06
Unit.9	Urdu Grammar	06
Unit.10	Urdu Counting	04