

## **PGDT 107: GUIDELINES FOR PRACTICAL TRAINING REPORT (PGDT)**

As per the scheme and syllabus of PGDT (specifically for paper code for PGDT-107), every student admitted in this course has to under go for three weeks practical training (any time during the year) in the area of either income tax or excise tax or customs tax or central sales tax or tax administration. During the training, the trainee will learn some practical realities of different tax procedures and will prepare the written report on such training. The following guidelines may be helpful to the candidates for the purpose.

1. The minimum period of Training must be three weeks. A student may go for training in any branch of taxation viz.either income tax or excise tax or customs tax or central sales tax or tax administration.
2. The training may be organized by any practicing consultant or firm or advocate or chartered accountant engaged in tax practices.
3. Some experienced persons in the field of taxation (officers or practitioners) are expected to supervise the training under reference.
4. A written report is to be prepared by the students soon after the completion of training. The report may describe the brief out come of the practical training completed by the students.
5. The contents of the report must include the following-
  - a) Introduction to the Area covered under training.
  - b) Brief profile of the problem under discussion.
  - c) Research Methodology
  - d) Analysis of the problem under examination
  - e) Findings and Suggestions
  - f) Select Bibliography /References
6. The Training Report should be simple tape binding with chart paper cover. Hardbound/Spiral binding will not be accepted.
- 7.The Training Report should be limited upto 50-60 pages with printing on the both sides on A-4 size paper preferably with 1.5 line space.
8. One copy of the report must be sent to the Director, Distance Education, GJU of Sc. & Tech., Hisar-125001 (Haryana), INDIA on or before 30<sup>th</sup> April of the academic

session in which a candidate is admitted (as per schedule/rule mentioned in Prospectus).

9. Every training report must have a certificate in original from the Supervisor mentioned in clause 3 above as per the prescribed format (Annexure-II). The supervisor is expected to certify the work, conduct of the student during the training under his/her direct guidance and recommend the same for evaluation for the award of the P.G.Diploma in Taxation. A brief profile of the supervisor should be added in the required format (annexure-III).

10. Such report will be evaluated by the examiner out of 50 marks.

11. The report of two or more students cannot be identical. A declaration to this effect shall be recorded by each student as per the prescribed format (Annexure-IV).

12. The title page of the report may be in the prescribed format (Annexure-1). The Practical Training Report must be countersigned by the Director/Principal of concerned Study Centre, in the case of student who was enrolled through the Study Centre.

13. One copy of the report should be retained with the candidates so that he/she should bring it for the viva-examination.

(ANNEXURE-1)

## **A Practical Training Report**

On

“\_\_\_\_\_ (Title) \_\_\_\_\_”

(Submitted in the partial fulfilment of the requirement of P.G.Diploma in Taxation)

Supervised by  
Name of Supervisor  
Designation  
Organisation

Submitted by  
Name of the Candidate  
Enrolment No:

Directorate of Distance Education  
Guru Jambheshwar University of Sc. & Technology, Hisar-125001(Haryana)

Session\_\_\_\_\_

**(ANNEXURE-II)**

**CERTIFICATE**

This is to certify that Mr./Ms.\_\_\_\_\_ Enrolment  
No.\_\_\_\_\_ has worked under my supervision to prepare his/her Practical  
Training Report in Taxation on “\_\_\_\_\_”. The work embodied in this  
report is original and was conducted at \_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_. The work has not been submitted in part or full to this or any  
other University for the award of any degree or diploma. His/her work and conduct  
during the training period under my direct guidance was satisfactory and is recommended  
for evaluation for the award of PG Diploma in Taxation

Date: \_\_\_\_\_

Signature of Supervisor (with name & seal)

Name:

Designation:

Organisation/Institution:

Countersigned by Director/Principal  
Of Study Centre (with name & seal)

**(Annexure-III)**

**FORMAT FOR RESUME OF SUPERVISOR**

1. NAME: \_\_\_\_\_
2. DESIGNATION: \_\_\_\_\_
3. QUALIFICATION: \_\_\_\_\_
4. AREA OF SPECIALISATION: \_\_\_\_\_
5. EXPERIENCE: \_\_\_\_\_
6. OFFICIAL ADDRESS: \_\_\_\_\_
7. TELEPHONE NO. : \_\_\_\_\_
8. MOBILE NO. : \_\_\_\_\_
9. E-MAIL : \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

I have supervised Mr. /Ms.

Enrolment No. \_\_\_\_\_

On the topic “ \_\_\_\_\_ ”

(Signature of Supervisor)  
with seal

**(Annexure-IV)**

**DECLARATION**

I, “\_\_\_\_\_” hereby declare that the Practical Training Report entitled “\_\_\_\_\_” is my original work and neither identical report has been prepared by me nor the same has been produced elsewhere for publication purpose to get any award of Diploma/Degree from any other institution/ University in India or Abroad.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Student (with signature)

Enrolment No. \_\_\_\_\_

Session \_\_\_\_\_