

University of Mumbai



No. UG/155 of 2019-20
MUMBAI-400 032
22nd November, 2019

To,
The Principal
H.R. College of Commerce & Economics,
K.M. Kundani Chowk,
123, Dinshaw Wachha Road,
Churchgate,
Mumbai – 400 020.

Sir,

I am to invite your attention to the ordinances, Regulations and Syllabus relating to the B.Voc. (Finance & Taxation) Programme (Sem. I to II) and to inform you that the resolution passed by the Board of Deans at its meeting held on 24th December, 2018 have been accepted by the Academic Council at its meeting held on 26th July, 2019 vide item No. 4.73 and subsequently approved by the Management Council at its meeting held on 13th September, 2019 vide item No. 16 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinances No. 6510 & 6511, Regulations No. 9254, 9255 and the syllabus of B.Voc. (Finance & Taxation) Programme (Sem. I to II) has been introduced as the said course has been sanctioned by the U.G.C., New Delhi, under NSQF be accepted as per appendix and the same have been brought into force with effect from the academic year 2018-19, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
22nd November, 2019
A.C/4.73/26/07/2019
M.C/16/13/09/2019


(Dr. Ajay Deshmukh)
REGISTRAR

No. UG/ 155-A of 2019 MUMBAI-400 032
Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Director, Board of Examinations and Evaluation,
- 3) The Director, Board of Students Development,
- 4) The Co-ordinator, University Computerization Centre,

22nd November, 2019


(Dr. Ajay Deshmukh)
REGISTRAR

Item No 473
AC - 26/07/2015



ज्ञान-विज्ञान विमूर्तम्
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110 002

Speed Post

F.No. 5-1/2018 (NSQF)

July, 2018

Sub: Approval of Programmes/ courses under NSQF

Dear Sir/Madam,

This is with reference to your proposal for introducing vocational courses under NSQF, I am directed to convey approval of the UGC for the following programmes/courses to be run by your institution under NSQF from the academic session 2018-19:

Programme
B.Voc
1. Media and Mass Communication
2. Finance & Taxation

It is further informed that the institution may admit 50 students per course, and appoint faculty and staff as per the provisions of the NSQF Guidelines.

You are requested to kindly ensure compliance of the terms and conditions/provisions as laid down in the Guidelines for providing Skill-based Education under National Skill Qualification Framework. You are also requested to convey your confirmation to start the course/s from the academic session 2018-19 along with the course-wise actual intake of students to UGC at the earliest.

With regards,

Yours faithfully,

(Mriganka Sekhar Sarma)
Education Officer

Registrar/Principal/Nodal Officer
H.R. College of Commerce and Economics
Vidyasagar Principal K.M. Kundnani Chowk,
123, Dinshaw Wachha Road, Churchgate, Mumbai -400020.
Maharashtra.

Ordinance No. 6510	Title	B. Voc Finance & Taxation
Ordinance No. 6511	Eligibility	The Eligibility condition for admission to B.Voc. programme shall be 10+2 or equivalent, in any stream.
Regulation No. 9254	Duration	3 years
Regulation No.	Intake Capacity	-
Regulation No. 9255	Fees Structure	Student fee should be decided as per the prevalent mechanism for fee fixation for aided courses in the university/College.
Regulation No.	Standard of Passing	-

H R COLLEGE OF COMMERCE & ECONOMICS

PROPOSED SYLLABUS & STRUCTURE WITH CREDITS

Title O. 6510 - B.VOC. FINANCE & TAXATION

SEMESTER I		
Area	Subject	Credit
General Education	Introduction to Financial Accounting	3
	Business Communication Skill & Language Lab	3
	Accounting Software	3
	E learning / Self Study	1
Vocational Component	Introduction to Income Tax 1961 including computation of Income of Individuals	5
	GST in India – Introduction	4
	Experimental Learning	1
Total		20
SEMESTER II		
Area	Subject	Credit
General Education	Management Accounting	3
	Promoting Diverse Work Culture	3
	Accounting Software	3
	E learning / Self Study	1
Vocational Component	Introduction to Income Tax 1961 including computation of Income of HUF, Partnership Firms	5
	Supply under GST and Valuation	4
	Experimental Learning	1
Total		20
Year-end Internship & Research Project		
Area	Subject	Credit
Vocational Component	Year-end Internship & Research Project	20
Total		20

*Experimental Learning: (Vocational Component) – Field Visits, Live Projects, Workshops, etc.

**E-Learning: Minimum 30 Hours per semester of self-learning based on e-content, with the guidance from the faculty member.

Syllabus of B.VOC. (FINANCE AND TAXATION) Programme at Semester - I with Effect from the Academic Year 2018-2019

Introduction to Financial Accounting

Modules at a Glance

Sr.No.	Modules	No. of Lectures
1	Introduction	15
2	Accounting Transactions	15
3	Depreciation Accounting	15
4	Final Accounts	15
		Total 60

Introduction to Financial Accounting

Sr. No. Modules / Units

1 Introduction

- Meaning and Scope of Accounting: Need and development, definition: Book-Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting
- Accounting principles: Introductions to Concepts and conventions.
- Introduction to Accounting Standards: Meaning and Scope)
 - AS 1: Disclosure to Accounting Policies
 - AS 2: Inventory valuation
 - AS 9: Revenue Recognition.
 - AS 10: Accounting For Fixed Assets.
- International Financial Reporting Standards (IFRS):
- Introduction to IFRS

2 Accounting Transactions

- Accounting transactions: Accounting cycle and Journal,
- Expenditure: Classification of Expenditure- Capital, revenue and Deferred Revenue expenditure
- Receipts: Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts.

3 Depreciation Accounting

- Depreciation accounting: Practical problem based on depreciation using SLMRBM and provision for depreciation methods

4 Final Accounts

Introduction to Final Accounts of a Sole proprietor.
Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet.
Preparation and presentation of Final Accounts
Introduction to Schedule VI of Companies Act ,2013

Reference Books

Financial Accounts (a managerial emphasis): By Ashok Banerjee – Excel books

Fundamental of Accounting and Financial Analysis : By Anil Choudhary (Pearson education)

Indian Accounting Standards and IFRS for non-financial executives : By T.P. Ghosh–Taxman

Financial Accounting for Business Managers: By Ashish K. Bhattacharya.

Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi

Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi

Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi

Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai

Financial Accounting by LesileChandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi

Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai

Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi

Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc

Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Ashok Shehgal, Mayur Paper Back, Noida

Compendium of Statement and Standard of Accounting, ICAI

Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai

Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai

Company Accounting Standards by ShrinivasanAnand, Taxman, New Delhi

Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi

Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi

Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Business Communication Skill & Language Lab

Modules at a Glance

Sr.	Modules	No. of Lectures
1	Theory of Communication	15
2	Obstacles to Communication in Business World	15
3	Business Correspondence	15
4	Language and Writing Skills	15
	Total	60

Business Communication Skill & Language Lab

Sr. No. Modules / Unit

1 Theory of Communication

Concept of Communication: Meaning, Definition, Process, Need, Feedback
Emergence of Communication as a key concept in the Corporate and Global world
Impact of technological advancements on Communication
Channels and Objectives of Communication: Channels-

Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine

Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees
(A brief introduction to these objectives to be given)

Methods and Modes of Communication:

Methods: Verbal and Nonverbal, Characteristics of Verbal Communication
Characteristics of Non-verbal Communication, Business Etiquette

Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax]

Computers and E- communication Video and Satellite Conferencing

2 Obstacles to Communication in Business World

Problems in Communication /Barriers to Communication:

Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers

Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4

Introduction to Business Ethics:

Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility

Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:

Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,

Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace

Piracy, Insurance, Child Labour

3 Business Correspondence

Theory of Business Letter Writing:

Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,

Personnel Correspondence:

Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation

[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]

4 Language and Writing Skills

Commercial Terms used in Business Communication

Paragraph Writing:

Developing an idea, using appropriate linking devices, etc

Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]

Activities:

- Listening Comprehension
- Remedial Teaching
- Speaking Skills: Presenting a News Item, Dialogue and Speeches
- Paragraph Writing: Preparation of the first draft, Revision and Self – Editing,
- Rules of spelling.
- Reading Comprehension: Analysis of texts from the fields of Commerce and Management

Reference Books

- Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) Organisational Management through Communication.
- Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.

- Banerjee, Bani P (2005) Foundation of Ethics in Management Excel Books 10. Businessworld Special Collector's Issue: Ethics and the Manager
- Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.
- Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
- Bhargava and Bhargava (1971) Company Notices, Meetings and Regulations
- Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
- Bovee, Courtland, L and Thrill, John V (1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H., New Delhi.
- Darrow, Richard, Forstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.
- Dayal, Ishwar (1981) Managing Large Organizations: A Comparative Study.
- Drucker, P.F. (1970) Technology, Management and Society, Pan Books London.
- Drucker, P.F. (1974) Management Responsibilities Practices, Heinemann, London.
- Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co. Calcutta.
- Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
- Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New Delhi.
- Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill
- Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
- Ghanekar, A (1996) Communication Skills for Effective Management. Everest Publishing House, Pune.
- Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibility Response Books
- Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books
- Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc. Illinois.
- Ludlow, Ron. (1995) The Essence of Effective Communication, Prentice, New Delhi.
- M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill
- Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.
- Majumdar, P.K. (1992) Commentary on the Consumer Protection Act, Prentice, New Delhi.
- McQuail, Denis (1975), Communication, Longman.
- Merrihue, William (1960) Managing by Communication, McGraw Hill, New York.
- Mishra Rajiv K (2006) Code of Conduct for Managers Rupa Company
- Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. New Delhi.

Accounting Software

Modules at a Glance

Sr.	Modules	No. of Lectures
1	Office Productivity Tools	15
2	Introduction to Internet, Web & other emerging technologies	15
3	Electronic Commerce	15
4	Introduction to Tally ERP.9	15
	Total	60

Accounting Software

Sr. No. Modules / Units

1 **Office Productivity Tools**

- **MS Word:** Creating, Editing, Formatting and Printing of Documents, Using Tools, Mailmerge and Print Review and Set-up
- **MS Excel:** Creating Worksheet, Creating Various Formulae, Creating Charts, Rename and Copy of Worksheets, Using Tools, Printing Review and Set-up
- **Power Point:** Create Project Report, Create Slides, Animation, Page Designing, Insert Image, View Page, Print Review and Set-up.
- **Use of Tools In Accounting** :- Preparation of vouchers, invoices and reports, Calculation of Interest, Depreciation, TDS, Salary, Taxes, inventory and reconciliation

2 **Introduction to Internet, Web and other emerging technologies**

Introduction – Internet components – electronic commerce – e-commerce applications – Electronic Data Exchange – Extranet – Payment systems – Risks and security considerations – Legal issues – Use of Various Web Browser – Information Searching Tools – Downloading - Create New email ID - Sending Data through email - Search engine optimisation - Other emerging technologies

3 **Electronic Commerce**

Meaning, Advantages and Limitations of E Commerce, The role of Strategy in E Commerce, Value chains in E Commerce, Infrastructure for Electronic Commerce Web Based Tools for Electronic Commerce, Electronic Commerce software, Security Threats to electronic Commerce , Implementing Security for Electronic Commerce, Electronic Payment Systems, Strategies for Marketing, Sales & Promotion Strategies for Purchasing Logistics & Support Activities, Electronic Markets & Communities, Business Plans for Implementing Electronic Commerce.

4 **Introduction to Tally ERP.9**

Meaning, Characteristics, Importance, Advantages and Disadvantages, Terminologies

Reference Books

- Fundamentals of Computers – Rajaram V – Prentice Hall
- Computer today (3rd edition) – Sanders, Donald H – McGraw Hill
- Computers and Common sense – Hunt, Roger and Shelly John – Prentice Hall
- Computers – Subramaniam N – Wheeler
- Introduction to Computers – Xavier C. – New Age
- Computer in Business – Sanders D – McGraw Hill
- Computers and Information Management – S C Bhatnagar & V Ramant – Prentice Hall
- Internet for Business – Brummer, Lavrej – Cambridge
- E-mail for Everyone – Leon Alexis & leon – Methews

Introduction to Income Tax, 1961 (including computation of Income of Individuals)

Modules at a Glance

Sr.No.	Modules	No. of Lectures
1	Definitions and Residential Status	10
2	Heads of Income – I	15
3	Heads of Income - II	15
4	Deductions under Chapter VI A	10
5	Computation of Taxable Income of Individuals	10
		Total 60

Objectives

Sr. No.	Objectives
01	To understand the provisions of determining residential status of individual
02	To study various heads of income
03	To study deductions from total income
04	To compute taxable income of Individuals

Introduction to Income Tax, 1961

(including computation of Income of Individuals)

Sr. No. Modules / Units

1 Definitions and Residential Status

- Basic Terms (S. 2,3,4)
- Assessee, Assessment, Assessment Year, Annual Value, Business, Capital Assets, Income, Previous Year, Person, Transfer.
- Determination of Residential Status of Individual, Scope of Total Income (S.5)

2 Heads of Income – I

- Salary (S.15-17)
- Income from House Property (S. 22-27)
- Profit & Gain from Business and Profession(S. 28, 30,31,32, 35, 35D,36,37, 40, 40A and 43B)

3 Heads of Income – II

- Capital Gain (S. 45, 48, 49, 50 and 54)
- Income from other sources (S.56- 59)
- Exclusions from Total Income (S.10)
(Exclusions related to specified heads to be covered with relevant heads of income)

4 Deductions under Chapter VI A

Deductions from Total Income
S. 80C, 80CCC, 80D, 80DD, 80E, 80U, 80TTA

5 Computation of Taxable Income of Individuals.

Computation of Total Income and Taxable Income of Individuals

Note: The Syllabus is restricted to study of particular sections, specifically mentioned rules and notifications only.

1. All modules / units include Computational problems / Case Study.
2. The Law In force on 1st April immediately preceding the commencement of Academic year will be applicable for ensuing Examinations.

Reference Books

- Income Tax Act- Bare act
- Dr V K Singhania-Direct Tax Law & Practice

GST in India – Introduction

Modules at a Glance

Sr.No.	Modules	No. of Lectures
01	Introduction to Indirect Taxation	15
02	Introduction to GST	15
03	Conceptual Framework	15
04	IGST Mechanism	15
	Total	60

Sr.No Module

1 Introduction to Indirect Taxation

Basics for Taxation - Direct Taxes and Indirect Taxes – Features of Indirect taxes, Difference, Advantages and Disadvantages, Sources and Authority of Taxes in India (Art 246 of the Indian Constitution)

2 Introduction to GST

Introduction to GST – Genesis of GST in India, Power to tax GST (Constitutional Provisions), Extent and Commencement, Meaning and Definition of GST, Benefits of GST

3 Conceptual Framework –

CGST, IGST, SGST, UTGST, Imports of goods or services or both, Export of goods or services or both, Taxes subsumed and not subsumed under GST.

GST Council and GST Network and Definitions under CGST Act

4 IGST Mechanism

Inter-State Transaction

Adjustment of Credit among Authorities

Reference Books

- Indirect Taxes: Law and Practice by V.S. Datey, Taxmann
- Indirect Taxes by V.S. Balchandra, Sultan Chand and Sons, New Delhi
- GST Law & practice with Customs & FTP by V.S. Datey, Taxmann
- GST by V.S. Datey, Taxmann
- GST & customs Law by K.M. Bansal, University Edition
- GST Law & practice with Customs & FTP by Vineet Sodhani, Snow White Publications
- GST Law & practice with Customs & FTP by Sanjiv Agarwal, Snow White Publications
- Indirect taxes (Containing GST, Customs & FTP) by MOhd. Rafi, Bharat Publications

**Syllabus of B.VOC. (FINANCE AND TAXATION) Programme at
Semester - II with Effect from the Academic Year 2018-2019**

Management Accounting

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Management Accounting	05
2	Analysis and Interpretation of Accounts	10
3	Financial Statement analysis: Ratio analysis	15
4	Cash Flow Analysis	15
5	Working Capital Management	15
		Total 60

Management Accounting

Sr. No. Modules / Units

1 **Introduction to Management Accounting**

Meaning, Features, Scope, Importance, Functions, role of Management Accounting, Management Accounting Framework, Tools, Management Accounting and Financial Accounting

2 **Analysis and Interpretation of Accounts**

- a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis
- b) Trend Analysis.
- c) Comparative Statement.
- d) Common Size Statement.

NOTE: Practical Problems based on the above (a) to (d)

3 **Financial Statement analysis: Ratio analysis**

Meaning of financial Statement Analysis, steps, Objective and types of Analysis.
Ratio analysis: Meaning, classification, Du Point Chart, advantages and Limitations.

Balance Sheet Ratios:

- i) Current Ratio
- ii) Liquid Ratio
- iii) Stock Working Capital Ratio
- iv) Proprietary Ratio
- v) Debt Equity Ratio
- vi) Capital Gearing Ratio

Revenue Statement Ratios:

- i) Gross Profit Ratio
- ii) Expenses Ratio
- iii) Operating Ratio
- iv) Net Profit Ratio
- v) Net Operating Profit Ratio
- vi) Stock Turnover Ratio

Combined Ratio

- i) Return on Capital employed (Including Long Term Borrowings)
- ii) Return on proprietor's Fund (Shareholders Fund and Preference Capital)
- iii) Return on Equity Capital
- iv) Dividend Payout Ratio
- v) Debt Service Ratio
- vi) Debtors Turnover
- vii) Creditors Turnover

4 **Cash Flow Analysis**

Preparation of Cash Flow Statement with reference to Accounting Standard No .3. (Indirect method only))

5 **Working Capital Management**

Concept, Nature of Working Capital, Planning of Working Capital

Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization
Operating Cycle Practical Problems

Reference Books

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
 - Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
 - Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
 - Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
 - Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
 - Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
 - Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
 - Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
 - Compendium of Statement and Standard of Accounting, ICAI
 - Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
 - Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
 - Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
 - Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
 - Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
 - Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
 - Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Promoting Diverse Work Culture

Modules at a Glance

Sr.	Modules	No. of Lectures
1	Introduction to Diverse Work Culture	15
2	Organisation Work Culture & Its Components	15
3	Diversity & Inclusion in the Work Place	15
4	Cross Cultural Dynamics	15
	Total	60

Promoting Diverse Work Culture

UNIT I INTRODUCTION TO DIVERSE WORK CULTURE

- Diverse work place: Meaning and concept
- Features, factors affecting culture, advantages
- Evolution of work culture
- Establishing a diverse work place
- Challenges of cultural diverse work place in the organisation

UNIT II ORGANISATION WORK CULTURE & ITS COMPONENTS

- Generations X,Y,Z in the organisation
- Multicultural – Work Culture
- Multicultural skills
- Ways for making works culture effective and lively
- Types of culture: Power, role, task and person

UNIT III DIVERSITY & INCLUSION IN THE WORK PLACE

- Inculcating environment: communication, leadership, transformational, participative management, employee engagement, business results, morale, empowerment, mentoring
- Productive work culture and its elements
- Ethical culture

UNIT IV CROSS CULTURAL DYNAMICS

- Hofstede model of Cross Cultural skills
- Organisation culture changes with time
- Role of employees in culture

Examples of companies with great working culture

Reference Books

- O.B. – Ashwathappa =. K – Himalaya Publishing
- O.B. – Robbins, Stephen, pearson.
- O.B. – Chandran: Vikas Publishing
- O.B. & HRM – Himalyan Publications, Vasant Desai
- Emerging Knowledge & Practices of Real World (fifth edition)
- O.B. by or S.S. Khanka, Sultanchand Publications
- Diagnosing & Changing Organizational Culture – K.M. S. Camron
- Inclusion Diversity - the new work place and the will to change – Jennifer Brown

Accounting Software

Modules at a Glance

Sr.	Modules	No. of Lectures
1	Business Process	15
2	Computerized Accounting System	15
3	Concept of MIS Reports in Computer Environment	15
4	Advanced Tally	5
5	Advanced Excel	10
	Total	60

Accounting Software

Sr. No. Modules / Units

1 Business Process

- Introduction, Definition and Meaning of business process
- Flow of business process for accounting, purchase, sales and finance
- Classification of business processes
- Introduction, Definition and Meaning of Business Process Management
- Principles and practices of Business Process Management
- Business Process Management life cycle
- Theories of Business Management Process
- Implementation of Business process Management – need, key factors and importance
- Automation of business Processes – benefits, risks, challenges
- Accounting systems automation
- IT and Business Process Management
- Information systems – Meaning, Use of IT in accountancy

2 Computerized accounting system

- Introduction and meaning
- Uses and Benefits
- Role
- Need and requirements of computerized accounting
- Basic requirements of computerized accounting system
- Limitations of computerized accounting system
- Understand the development and design of a computerized accounting System; determining how the accounting data will be processed, i.e. what accounts and books are needed and what is the desired output i.e. Financial reports and other reports.
- Accounting Software
- Introduction and meaning
- Advantages of accounting software
- Uses of Accounting software
- Various accounting software
- Accounting software TALLY – Accounting and reports

3 Concept of MIS Reports in Computer Environment

- Introduction
- Concept of MIS
- Need for MIS
- Characteristic of MIS
- Outputs of MIS
- Role of MIS
- Guidelines for Developing MIS reports

- Functional Aspects of the MIS:
- Problems in MIS
- Knowledge required for studying MIS
- MIS and Computer

4 Advanced Tally

- Installation of Tally ERP 9.0
- Installation of Tally ERP 9.0 – Multi User on Server
- Creating Company in Tally ERP 9.0
- Opening and closing of company in Tally ERP 9.0
- Editing company info
- Creation and editing of Ledger account in Tally ERP 9.0
- Adding pan no. in Tally ERP 9.0
- Auto Backup and Restore in Tally ERP 9.0
- Edit and delete group in Tally ERP 9.0
- Voucher entry in Tally ERP 9.0

5 Advanced Excel

- Meaning, Characteristics, Functions, Importance, Advantages and Disadvantages

Reference Book:

- Fundamentals of Computers – Rajaram V – Prentice Hall
- Computer today (3rd edition) – Sanders, Donald H – McGraw Hill
- Computers and Common sense – Hunt, Roger and Shelly John – Prentice Hall
- Computers – Subramaniam N – Wheeler
- Introduction to Computers – Xavier C. – New Age
- Computer in Business – Sanders D – McGraw Hill
- Computers and Information Management – S C Bhatnagar & V Ramant – Prentice Hall
- Internet for Business – Brummer, Lavrej – Cambridge
- E-mail for Everyone – Leon Alexis & Leon – Methews
- Basic Computer Programmes for Business – Sternberg C – New Jersey Hayden

Introduction to Income Tax, 1961

(Including computation of Income of HUF, Partnership Firms)

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Clubbing of Income	05
2	Set Off & Carry Forward of Losses	05
3	Computation of Tax liability of Individual & HUF	05
4	Computation of Income of Partnership Firm in Relation to Sec: 40(b) & Tax Thereon With Applicable Rate of Tax	15
5	Return of Income – Sec 139	05
6	Tax Deduction at Source Advance Tax Interest Payable	15
7	Tax Planning & Ethics in Taxation – Basic Concepts	10
	Total	60

Introduction to Income Tax,1961

(Including computation of Income of HUF, Partnership Firms)

Sr. No. Modules/ Units

1 Clubbing of Income - Section 60 to 65

2 Set Off & Carry Forward of Losses

- Sec: 70 – Set off Loss from one Source against Income from another Source under the Same Head of Income
- Sec: 71 – Set Off Loss from One Head against Income of another Head
- Sec: 71B – Carry Forward & Set off Losses from House Property
- Sec: 72 – Carry Forward & Set Off of Losses of Business Losses
- Sec: 73- Losses in Speculation Business
- Sec: 74- Loss under the head Capital Gains

3 Computation of Tax liability of Individual & HUF

4 Computation of Income of Partnership Firm in Relation to Sec: 40(b) & Tax Thereon With Applicable Rate of Tax

5 Return of Income – Sec 139

- Excluding u/s 139(4A), 139(4B), 139(4C) & 139 (4D)

6 Tax Deduction at Source

Advance Tax U/S 207, 208, 209, 210 & 211

Interest Payable U/S 234A, 234B, 234C

Basic Aspects of Deduction of Taxes at Source

- Sec: 192 – TDS on Salary
- Sec: 194A – TDS on Interest
- Sec: 194C – TDS on Contractor
- Sec: 194H – TDS on Commission
- Sec: 194I – TDS on Rent
- Sec: 194J – TDS on Professional Fees

Advance Tax U/S 207, 208, 209, 210 & 211

- Sec: 207 – Income Liable to Advance Tax
- Sec: 208 – Liability of Advance Tax
- Sec: 209 – Computation of Advance Tax
- Sec: 210 – Payment of Advance Tax by Assessee on His Own Account
- Sec: 211 – Due Dates of Payment of Advance Tax

Interest Payable U/S 234A, 234B, 234C

- Sec: 234A – Interest for default in furnishing return of income
- Sec: 234B – Interest for default in payment of advance tax
- Sec: 234C – Interest for deferment of advance tax

Reference Books

- Income Tax Act- Bare act
- Dr V K Singhanian-Direct Tax Law & Practice

SUPPLY under GST and VALUATION Modules at a Glance

Sr. No.	Modules / Units	No. of Lectures
01	Levy and Collection of GST	15
02	Taxable Event – Supply	15
03	Concept of Supply	15
04	Exemptions from GST	15

SUPPLY under GST and VALUATION

Sr.No Module

1 **Levy and Collection of GST**

- Charge of GST
- Levy and Collection GST
- Composite and Mixed Supplies under GST
- Power to Grant Exemption
- Negative list of GST
- GST Rate Schedule for Goods and Services

2 **Taxable Event –Supply**

- Charge of GST
- Composition Levy
- Reverse Charge Mechanism
-

3 **Concept of Supply**

- Place of Supply
- Time of Supply
- Value of Supply

4 **Exemption from GST**

- Analyse and identify various services exempt from GST
- Explain the Zero rated supplied

Reference Books:

- Indirect Taxes: Law and Practice by V.S. Datey, Taxmann
- Indirect Taxes by V.S. Balchandra, Sultan Chand and Sons, New Delhi
- GST Law & practice with Customs & FTP by V.S. Datey, Taxmann
- GST by V.S. Datey, Taxmann
- GST & customs Law by K.M. Bansal, University Edition
- GST Law & practice with Customs & FTP by Vineet Sodhani, Snow White Publications
- GST Law & practice with Customs & FTP by Sanjiv Agarwal, Snow White Publications
- Indirect taxes (Containing GST, Customs & FTP) by MOhd. Rafi, Bharat Publications

Syllabus of B.VOC. (FINANCE AND TAXATION) Programme at Semester – I & II with Effect from the Academic Year 2018-2019

Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

Internal Assessment: 25 %

Question Paper Pattern

(Internal Assessment- Courses without Practical Courses)

Sr. No.	Particular	Marks
1	Assignment / Internal Test	20 Marks
2	Active Participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities and attendance	05 Marks

Question Paper Pattern Semester End

Duration: 2 1/2 Hrs.

Maximum Marks: 75

Questions to be set: 05

All Questions are Compulsory Carrying 15 Marks each

Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Practical Question OR	15 Marks
Q-2	Full Length Practical Question	
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	
Q-4	Full Length Practical Question OR	15 Marks
Q-4	Full Length Practical Question	
Q-5	Case Study / Application based question	15 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks. If topic demands, instead of practical questions, appropriate theory question may be asked.

EXAM FORMAT FOR EXPERIENTIAL LEARNING, E-LEARNING EXAM & INTERNSHIP

*Please note that there will not be any internal or external assessment for E-Learning and Experiential Learning. The marks will be out of 50 for each subject which shall be converted to grades in the mark sheet. The detailed break up is as follows:

Sr. No.	Criteria	Marks
01	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities and attendance	10
02	Project	40
Total		50

The project could include any hard and/or soft form in which topics related to the respective subject field should be covered. Students could also be given a research based study related to their main subject.

Passing Standard:

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examinations. The learners shall obtain 40% marks (i.e., 10 out of 25) in the Internal Assessment and 40% marks (i.e., 30 out of 75) in the Semester End Examination separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

For **E-Learning** and **Experiential Learning**, the passing standards shall remain 40% out of 50 marks for each subject i.e. 20 marks out of 50 for each subject which shall be converted to grades in the mark sheet.

INTERNSHIP

There will be a component of **Internship** at the end of every academic year, the grades of which shall reflect in the marksheets of semester II, IV and VI. Thus, there shall be a separate row to show the grades of internship. This internship shall be a three months' full time summer/winter internship (90 days). The evaluation shall be out of 200 marks.

The break up marks will be: Report: 50 marks; Presentation: 50 marks; Viva: 50 marks; Experience Certificate from the Company: 50 marks= 200 marks which shall convert to a grade The passing standard for Internship shall be 40% out of 200 marks i.e., 80 marks in total

Under CBSGS (75:25) Pattern for T.Y. B. Voc.

EXAM PATTERN FOR A.T.K.T. EXAMINATION

In the event of learner not passing in a particular subject whether in internal assessment or in semester end examination or both in a particular subject, the learner shall be allowed to keep terms and reappear for the particular subject in the following pattern:

1. A.T.K.T. in Internal Assessment (25 marks)

In this case, the learner shall be given a project by the concerned teacher on a topic from the syllabus. The project shall carry 25 marks (10 marks for the hardcopy of the project, 10 marks for the viva of the project and 5 marks for presentation). If the learner scores a minimum of 10 marks out of 25 marks (40%) he/she passes the examination and shall be issued an A.T.K.T. mark sheet.

If the learner fails to score a minimum of 10 marks out of 25 marks (40%) he/she gets another attempt to pass the internal assessment in the same pattern as above. The process continues until 3 ATKT attempts only. The learner must be issued the mark sheet for all the attempts.

If the learner fails the third A.T.K.T. attempt also, he/she fails the entire semester and shall reappear all the subjects in that particular semester including internal assessment and semester end examination for all the subjects.

2. A.T.K.T. in External Examination (75 Marks)

In this case, the learner shall be given 3 attempts to pass the examination. The paper pattern shall be the same as in the semester end examination. If the learner scores a minimum of 30 marks out of 75 marks (40%) he/she passes the examination and shall be issued an A.T.K.T. mark sheet. If the learner fails to pass the examination in the third A.T.K.T. attempt also, he/she fails the entire semester and shall reappear all the subjects in that particular semester including internal assessment and semester end examination for all the subjects.

3. ATKT in E-Learning and Experiential Learning (Graded Subject)

If the learner has an ATKT in E-Learning and/or Experiential Learning, the learner will have to either redo the project allotted to him/her or will be given a new project topic. If, the project is satisfactory, the learner may be given adequate marks which will be converted to grades in the mark sheet.

The project shall carry 50 marks (30 marks for the hardcopy of the project, 10 marks for the viva of the project and 10 marks for presentation). If the learner scores a minimum of 20 marks out of 50 marks (40%) he/she passes the examination and shall be issued an A.T.K.T. mark sheet.

If the learner fails to score a minimum of 20 marks out of 50 marks (40%) he/she gets another attempt to pass in the subjects in the same pattern as above. The process continues until 3 ATKT attempts only. The learner must be issued the mark sheet for all the attempts.

If the learner fails the third A.T.K.T. attempt also, he/she fails the entire semester and shall reappear all the subjects in that particular semester including internal assessment and semester end examination for all the subjects.

4. ATKT in Internship

In the event of a learner getting an ATKT in Internship, the learner will have to redo the component on which he is failing to get the marks.

Thus, if the learner has failed to submit the report or has not made it up to the mark, he shall redo the report and re submit the same.

If the learner, fails to present the report well, he shall re present the same.

If the learner's viva is not satisfactory, the viva shall be conducted again.

Similarly, if learner's feedback is negative or if he fails to complete his internship for the specified time period, he will have to be engaged in an internship for a minimum period of 45 days to 90 days as required by the individual case.