

Kakatiya University: Warangal

Syllabus

of

B. Vocational

(Accounting and Taxation)

B. VOC DEGREE (Accounting & Taxation)

Course Structure

Duration: 3 Years

No. of Semesters: 6

No. of Credits per Semester: 30

Total Credits for the Course: 180

No. Credits for General Component in each semester: 12

No. Credits for Skill Component in each semester : 18

Year /Semester	Total Credits	NSQF Certification Level	Vocational Qualification	Title of Programme
First Year Sem - I	30	4	Certificate Course (6 months duration)	Certificate in Financial Accounting and Tax Procedures
First Year Sem - II	30	5	Diploma (One Year duration)	Diploma in Financial Accounting and Tax Procedures
Second Year Sem -III & IV	30+30 (60)	6	Advanced Diploma (Two Years duration)	Advance Diploma in Financial Accounting and Tax Procedures
Third Year Sem – V & VI	30 + 30 (60)	7	B.Voc (Three Year duration)	B. Voc in Financial Accounting and Tax Procedures
Total	180			

B. Voc. (Accounting & Taxation)

FIRST YEAR (SEMESTER - I) General Component Courses (12 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total
			Theory	Practical		Duration	Marks	Duration	Marks	
1 st Year - 1 st Semester General Component	BVAT101	Telugu/Hindi	3	-	3	2 hrs	40	½ hr	10	50
	BVAT 102	English	3	-	3	2 hrs	40	½ hr	10	50
	BVAT 103	Business Economics	3	-	3	2 hrs	40	½ hr	10	50
	BVAT 104	Business Organization	3	-	3	2 hrs	40	½ hr	10	50
	Total			12	-	12		160		40

Skill Component Courses (18 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total	
			Theory	Practical		Duration	Marks	Duration	Marks		
1 st Year - 1 st Semester Skill Component	BVAT105	Financial Accounting-I	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT106	Direct Taxation-I	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT107	Business Laws	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT108	Information Technology	4	02	6	3 hrs	60	½ hrs	40	100	
	Total			16	02	18		300		100	400
		General Component		12	-	12		160		40	200
		Skill component		16	02	18		300		100	400
	Grand Total			28	02	30		460		140	600

B. Voc. (Accounting & Taxation)

FIRST YEAR (SEMESTER -II) General Component Courses (12 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total
			Theory	Practical		Duration	Marks	Duration	Marks	
1 st Year - 2 nd Semester General Component	BVAT201	Telugu/Hindi	3	-	3	2 hrs	40	½ hr	10	50
	BVAT202	English	3	-	3	2 hrs	40	½ hr	10	50
	BVAT203	Managerial Economics	3	-	3	2 hrs	40	½ hr	10	50
	BVAT204	Principles of Management	3	-	3	2 hrs	40	1/2hr	10	50
	Total			14		12		160		40

Skill Component Courses (18 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total	
			Theory	Practical		Duration	Marks	Duration	Marks		
1 st Year - 2 nd Semester Skill Component	BVAT205	Financial Accounting-II	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT206	Direct Taxation - II	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT207	Company Law	4	-	4	3hrs	80	½ hr	20	100	
	BVAT208	Income Tax Returns Preparation Practical Training and Viva-voce	-	12	6	3 hrs	100	-	-	100	
	Total			12	12	18		340		60	400
		General Component		12	00	12		160		40	200
		Skill component		12	12	18		340		60	400
Grand Total			24	12	30		500		100	600	

B. Voc. (Accounting & Taxation)

SECOND YEAR (SEMESTER -III)

General Component Courses (12 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total
			Theory	Practical		Duration	Marks	Duration	Marks	
2 nd Year – 3 rd Semester General Component	BVAT301	Telugu/Hindi	3	-	3	2 hrs	40	½ hr	10	50
	BVAT302	English	3	-	3	2 hrs	40	½ hr	10	50
	BVAT303	Foreign Trade	3	-	3	2 hrs	40	½ hr	10	50
	BVAT304	Entrepreneurship Development	3	-	3	2 hrs	40	½ hr	10	50
	Total			12		12		160		40

Skill Component Courses (18 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total	
			Theory	Practical		Duration	Marks	Duration	Marks		
2 nd Year – 3 rd Semester Skill Component	BVAT305	Corporate Accounting -I	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT306	GST	2	2	4	3 hrs	80	½ hr	20	100	
	BVAT307	Business Statistics-I	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT308	Computerized Accounting in Tally	4	2	6	3 hrs	60	½ hrs	40	50	
	Total			14	04	18		300		100	400
		General Component		12	00	12		160		40	200
		Skill component		14	04	18		300		100	400
	Grand Total			26	04	30		460		140	600

B. Voc. (Accounting & Taxation)

SECOND YEAR (SEMESTER -IV) General Component Courses (12 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total
			Theory	Practical		Duration	Marks	Duration	Marks	
2 nd Year – 4 th Semester General Component	BVAT401	Telugu/Hindi	3	-	3	2 hrs	40	½ hr	10	50
	BVAT402	English	3	-	3	2 hrs	40	½ hr	10	50
	BVAT403	Business Environment	3	-	3	2 hrs	40	½ hr	10	50
	BVAT404	Business Communication	3	-	3	2 hrs	40	½ hr	10	50
	Total			14		12		160		40

Skill Component Courses (18 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total	
			Theory	Practical		Duration	Marks	Duration	Marks		
2 nd Year – 4 th Semester Skill Component	BVAT406	Corporate Accounting-II	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT407	Auditing	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT408	Business Statistics-II	4	-	4	3 hrs	80	½ hr	20	100	
	BVAT409	GST Theory & Practical Training Viva-voce		12	6	3 hrs	100	-	-	100	
	Total			12	12	18		340		60	400
		General Component		12	00	12		160		40	200
		Skill component		12	12	18		340		60	400
	Grand Total			24	12	30		500		100	600

B. Voc. (Accounting & Taxation)

THIRD YEAR (SEMESTER -V) General Component Courses (12 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total	
			Theory	Practical		Duration	Marks	Duration	Marks		
3 rd Year – 5 th Semester General Component	BVAT501	Banking Theory & Practice	3	-	3	2 hrs	40	½ hr	10	50	
	BVAT502	Corporate Governance	3		3	2 hrs	40	½ hr	10	50	
	BVAT503	E-Commerce	3		3	2 hrs	40	½ hr	10	50	
	BVAT504	Principles Of Insurance	3	-	3	2 hrs	40	½ hr	10	50	
	Total			12				160		40	200

Skill Component Courses (18 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total
			Theory	Practical		Duration	Marks	Duration	Marks	
3 rd Year – 5 th Semester Skill Component	BVAT505	Cost Accounting	4		4	3 hrs	80	½ hr	20	100
	BVAT506	Financial Management	4		4	3 hrs	80	½ hr	20	100
	BVAT507	Tax Planning Management	4		4	3 hrs	80	½ hr	20	100
	BVAT508	Commerce Lab- Practical & Viva - Voce	-	12	6	3 hrs	60	½ hrs	20	100
	Total						300		100	400
		General Component	12	04	12		160		40	200
		Skill component	12	12	18		300		100	400
	Grand Total			18	20	30		460		140

B. Voc. (Accounting & Taxation)

THIRD YEAR (SEMESTER -VI) General Component Courses (12 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total	
			Theory	Practical		Duration	Marks	Duration	Marks		
3 rd Year – 6 th Semester General Component	BVAT601	Business Research Methodology	3	-	3	2 hrs	40	½ hr	10	50	
	BVAT602	International Business	3	-	3	2 hrs	40	½ hr	10	50	
	BVAT603	Organization Theory and Behaviour	3		3	2 hrs	40	½ hr	10	50	
	BVAT604	Strategic Management	3	1	3	2 hrs	40	½ hr	10	50	
	Total			12	01	12		160		40	200

Skill Component Courses (18 Credits)

	Course Code	Course Title	Hours Per Week		Credits	Semester End Exam		Continuous Internal Evaluation		Total	
			Theory	Practical		Duration	Marks	Duration	Marks		
3 rd Year – 6 th Semester Skill Component	BVAT605	Financial Statement Analysis	4		4	3 hrs	80	½ hr	20	100	
	BVAT606	Assessment of Other Entities	4		4	3 hrs	80	½ hr	20	100	
	BVAT607	Indian Accounting Standards	4		4	3 hrs	80	1/2hr	20	100	
	BVAT608	Final project Viva-voce		12	6	3 hrs					
	Total			12	12	18		300		100	400
		General Component		12	01	12		160		40	200
		Skill component		08	12	18		300		100	400
	Grand Total			18	13	30		460		140	600

B.Voc (Accounting and Taxation) I Yr First Semester

Business Economics

Hours per Week: 3

Credits: 3

Marks: 50 (External: 40, Internal: 10)

Unit-I: Introduction

Business Economics : Meaning – Nature – Characteristics – Importance and Role – Micro and Macro Economics – Scope – objectives – Law of Diminishing Marginal utility – Law of Equi-Marginal utility.

Unit –II Demand Analysis

Meaning and Function – Factors influencing Demand-Demand Curve-Law of Demand-Exception to the law of Demand- Elasticity of Demand: Concept – Types of elasticity of demand – price, income and cross Elasticity Demand – measurement of elasticity- arc and point methods – Importance of various Elasticity of Demand

Unit-III Supply Analysis

Law of Supply – Factors influencing supply – Market Equilibrium – Consumer Surplus – Theory of Consumer behavior – Utility and indifference curve analysis.

Suggested Readings:

1. Business Economics: V . G. Mankar, Himalaya Publishing House
- 2 Managerial Economics: Vanith Agarwal, Pearson Education
3. Business Economics: H.L Ahuja, S. Chand & Co.Ltd
4. Business Economics: R.K. Lekhi, Kalyani Publishers
5. Business Economics: D.M. Mithani, Himalya Publishing House.

B.Voc (Accounting and Taxation) I Yr First Semester

BUSINESS ORGANIZATION

Hours Per Week: 3

Credits: 3

Marks: 100 (External: 80, Internal: 20)

UNIT – I INTRODUCTION: Meaning and definitions of Business, Trade, Commerce and Industry – types of Trade and Industry – Difference between Trade, commerce and industry - objectives and functions of business – Social Responsibility of Business - stages in starting a business enterprise.

UNIT – II FORMS OF BUSINESS ORGANIZATIONS: Selecting a suitable form of business organization – classification of business enterprises. Sole Proprietary ship – characteristics – merits and demerits - Hindu Undivided Family – characteristics – advantages and disadvantages. Partnership Firm – Characteristics – Partnership Deed, meaning and contents - Registration of Partnership Firm – Kinds of Partners – Rights , Duties and Responsibilities of Partners – Advantages and Disadvantages – Limited Liability Partnership – Dissolution of Partnership. Difference between Sole Proprietary ship and Hindu Undivided Family - Difference between Sole Proprietary ship and Partnership – Difference between Hindu Undivided Family and Partnership .Co-operatives Societies – Characteristics – kinds of co-operative societies - Advantages and Limitations – Registration – Election of Directors and Management - Difference between Partnership and Co-operative societies.

UNIT – III JOINT STOCK COMPANY: Meaning of Joint Stock Company - Definition – Characteristics – Advantages and Disadvantages – Kinds of Companies – Promotion of a company – Stages in Promotion – Promoter – meaning and Characteristics - Registration of a Company – Steps in Registration – Documents Required for Registration – Memorandum of Association – clauses – Articles of Association – contents – Prospectus – contents - Statement in lieu of Prospectus.

Reference Books:

1. Business Organization & Management : Sharma Shashi K. Gupta , Kalyani Publishers
2. Business Organization & Management : R.N. Gupta, S. Chand
3. Modern Business Organization : S.A. Sherlekar, Himalaya Publishing House.

B.Voc (Accounting and Taxation) I Yr First Semester

FINANCIAL ACCOUNTING-I

Hours per Week: 5

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: INTRODUCTION TO ACCOUNTING: Financial Accounting: Introduction – Definition – Evolution – Functions-Advantages and Limitations –Users of Accounting Information- Branches of Accounting – Accounting Principles: Concepts and Conventions-Accounting Standards– Meaning – Importance – List of Accounting Standards issued by ASB – Accounting System- Types of Accounts – Accounting Cycle- Journal- Ledger and Trial Balance. (Including problems)

UNIT-II SUBSIDIARY BOOKS: Meaning –Types - Purchases Book - Purchases Returns Book - Sales Book - - Sales Returns Book - Bills Receivable Book - Bills Payable Book – Cash Book - Single Column, Two Column, Three Column and Petty Cash Book - Bills of Exchange - Journal Proper.(Including problems)

UNIT-III: BANK RECONCILIATION STATEMENT: A) Meaning – Need - Reasons for differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement. (Including problems)

B) **Depreciation (AS-6):** Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing Balance Method (Including problems)

UNIT-IV: FINAL ACCOUNTS: A) RECTIFICATION OF ERRORS: Errors and their Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit. (Including problems)

B) **Final Accounts of Sole Trader:** Meaning -Uses -Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries.(Including problems)

Suggested Readings;

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Accountancy–I: Tulasian, Tata McGraw Hill Co.
5. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.

B.Voc (Accounting and Taxation) I Yr First Semester

DIRECT TAXATION - I

Hours per Week: 5

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: INTRODUCTION: Direct and Indirect Taxes – Canons of Taxation - Features and History of Income Tax in India – Definitions and Basic Concepts of Income Tax: Assessee – Deemed Assessee – Assessee-in-default – Assessment Year – Previous Year - Income Tax general rule and Exemptions to the Rule– Person – Income – Gross Total Income – Total Income — Incomes Exempt from Tax. Residential Status and Scope of Total Income: Meaning of Residential Status – Conditions applicable to an Individual Assessee – Incidence of Tax – Types of Incomes – Problems on computation of Total Income of an Individual based on Residential Status.

UNIT-II: AGRICULTURAL INCOME: Introduction – Definition – Tests to determine Agricultural Income – Partly Agricultural and partly Non-Agricultural Income – Integration: conditions – provisions – computation of Tax on Integration process. Heads of income: Gross Total Income – Taxable Income – Income Tax Rates.

UNIT-III: INCOME FROM SALARIES: Definition of ‘Salary’ – Characteristics of Salary – Computation of Salary Income: Salary u/s 17(1) – Annual Accretion – Allowances – Perquisites – Profits in lieu of Salary – Deductions u/s. 16 – Problems on computation of Income from Salary.

UNIT-IV: INCOME FROM HOUSE PROPERTY: Definition of ‘House Property’ – Exempted House Property incomes– Annual Value – Determination of Annual Value for Let-out House and Self-occupied House – Deductions u/s.24 – Problems on computation of Income from House Property.

Suggested Readings:

1. Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
2. Direct Taxes Law & Practice: Dr. Vinod K. Singhania & Dr. Kapil Singhania, Taxmann
3. Income Tax: B.B. Lal, Pearson Education.
4. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
5. Income Tax: Johar, McGrawHill Education.
6. Taxation Law and Practice: Balachandran & Thothadri, PHI Learning.

B.Voc (Accounting and Taxation) I Yr First Semester

BUSINESS LAW

Hours per Week: 5

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: INDIAN CONTRACT ACT: Agreement and contract - Essentials of a valid contract - Types of contracts - Offer and Acceptance - Essentials of valid offer and acceptance - Communication and revocation of offer and acceptance – Consideration definition - Essentials of valid consideration -Modes of Discharge of a contract - Performance of Contracts - Breach of Contract - Remedies for Breach - Significance of Information Technology Act.

UNIT-II: SALE OF GOODS ACT AND CONSUMER PROTECTION ACT: Contract of Sale: Essentials of Valid Sale - Sale and Agreement to Sell – Definition and Types of Goods - Conditions and Warranties - Caveat Emptor - Exceptions - - Unpaid Seller - Rights of Unpaid Seller. Consumer Protection Act 1986: Definitions of Consumer – Person – Goods - Service - Consumer Dispute - Consumer Protection Councils - Consumer Dispute Redressal Agencies - Appeals.

UNIT-III: INTELLECTUAL PROPERTY RIGHTS: Trade Marks: Definition - Registration of Trade Marks - Patents: Definition - Kinds of Patents - Transfer of the Patent Rights - Rights of the Patentee - Copy Rights: Definition -- Rights of the Copyright Owner - Terms of Copy Right - Copy Rights Infringement - Other Intellectual Property Rights: Trade Secrets - Geographical Indications.

UNIT-IV: MANAGEMENT OF COMPANIES AND MEETINGS: Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance. Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

SUGGESTED READINGS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co
- . 2) Company Law: Rajashree. – HPH
- 3) Business Law - Kavitha Krishna, Himalaya Publishing House
- 4) Business Laws – Dr. B. K. Hussain, Nagalakshmi - PBP
- 5) Company Law: Prof. G. Krishna Murthy, G. Kavitha, PBP
- 6) Company Law and Practice: GK Kapoor& Sanjay Dhamija, Taxmann Publication.

B.Voc (Accounting and Taxation) I Yr First Semester

INFORMATION TECHNOLOGY

Hours per Week: 6 (T4+P2)

Credits: 6 Marks: 100 (External: 60, Viva-40)

UNIT-I: INTRODUCTION: Introduction to computers - Generations of computers – An overview of computer system - Types of computers - Input & Output Devices. Hardware: Basic components of a computer system - Control unit – ALU - Input/output functions - Memory – RAM – ROM – EPROM - PROM and Other types of memory.

UNIT-II: OPERATING SYSTEM (OS): Meaning - Definition & Functions - Types of OS - Booting process - DOS – Commands (internal & external) - Wild card characters – Virus & Hackers – Cryptography & cryptology. Windows: Using the Start Menu –Control Panel – Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu).

UNIT-III: WORD PROCESSING: Application of word processing - Menus & Tool Bars - Word processor – Creating – Entering - Saving & printing the document - Editing & Formatting Text - Mail Merge and Macros (Preferably latest version of MS Word or Libre Office Writer).

UNIT-IV: SPREAD SHEET: Application of work sheet/spread sheet – Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell reference - Worksheet to analyze data with graphs & Charts. Advanced tools: Functions – Formulae – Formatting numbers - Macros – Sorting - Filtering - Validation & Consolidation of Data (Preferably latest version of MS Excel or Libre Office Calc).

UNIT-V: POWER POINT PRESENTATION: Application of Power Point Presentation – Menus & Tool bars – Creating presentations – Adding - Editing and deleting slides - Templates and manually – Slide show – Saving - Opening and closing a Presentation – Types of slides - Slide Views - Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress). Internet & Browsing: Services available on internet – WWW – ISP – Browsers. Multimedia: Application of multimedia – Images – Graphics - Audio and Video – IT security.

SUGGESTED READINGS:

1. Introduction to Computers: Peter Norton, McGraw Hill.
2. Fundamentals of Information Technology: Dr. NVN Chary, Kalyani Publishers.
3. Computer Fundamental: Anitha Goel, Pearson.
4. Information Technology Applications for Business: Dr. S. Sudalaimuthu, Himalaya
5. Introduction to Information Technology: ITL ESL,

B.Voc (Accounting and Taxation) II Yr Second Semester

MANAGERIAL ECONOMICS

Hours per Week: 3

Credits: 3

Marks: 50 (External: 40, Internal: 10)

Unit-1: Introduction Nature, Scope and Significance of Managerial Economics - Tools and Techniques of Analysis-Theory of Firm - Alternatives ii. Objectives of Firm - Functions of Managerial Economist in Business Firm - Impact of Information Technology on Managerial Economics - Economic factors influencing decision iii. making.

Unit - II: Demand Analysis Demand Analysis - Significance- Demand Functions - Law of Demand - Elasticity of Demand - Supply Analysis, Supply function, Elasticity of Supply - Significance of Elasticity Demand in Pricing Decision - Demand Forecasting - Techniques of Demand Forecasting. (Simple Problems)

Unit - III : Cost and Production Analysis Cost Analysis - Types of Costs and their impact on Management - Behaviour of Short run Average Cost Curves (SAC) -Behaviour of Long run Average Cost Curve (LAC) - Cost -Production Function - Types of Production Function, Linear, Quadratic, Cubic, Power and Cobb - Douglas - Managerial uses of Cost and Production function(Simple Problems).

Suggested readings :

1. Varshney & Maheshwari: Managerial Economics, Sultan Chand & Sons, New Delhi.
2. Mehta: Managerial Economics, Sultan Chand & Sons, New Delhi.
3. Joel Dean: Managerial Economics, Prentice Hall, New Delhi.
4. Mote, Paul & Gupta: Managerial Economics- Concepts and Cases, McGraw Hill, New Delhi.

B.Voc (Accounting and Taxation) II Yr Second Semester

PRINCIPLES OF MANAGEMENT

Hours per Week: 3

Credits: 3

Marks: 50 (External: 40, Internal: 10)

UNIT- I INTRODUCTION TO FUNCTIONS OF MANAGEMENT

Management - Meaning - Characteristics - Functions of Management - Levels of Management – Skills of Management- Scientific Management - Meaning - Definition - Objectives - Criticism – Fayol’s 14 Principles of Management .

UNIT-II: PLANNING

Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits –Weaknesses.

UNIT – III ORGANIZING

Definition of Organizing-Organization-Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.

B) Control - Meaning - Definition – Relationship between planning and control -Steps in Control – Types (post, current and pre-control) - Requirements for effective control.

SUGGESTED READINGS:

- 1.Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
- 2.Business Organisation& Management: Patrick Anthony, Himalaya Publishing House
- 3.Business Organization & Management: Dr. Manish Gupta, PBP.
- 4.Organization & Management: R. D. Agarwal, McGraw Hill.
- 5.Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House

B.Voc (Accounting and Taxation) II Yr Second Semester

FINANCIAL ACCOUNTING-II

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80, Internal: 20)

Unit-I: BILLS OF EXCHANGE:

Bills of Exchange – Definition - Distinction between Promissory note and Bills of exchange - Accounting treatment of Trade bills: Books of Drawer and Acceptor- Honour and Dishonour of Bills - Renewal of bills - Retiring of bills under rebate - Accommodation bills (Including problems).

Unit-II: CONSIGNMENT AND JOINT VENTURE ACCOUNTS

Consignment - Meaning – Features - Proforma invoice - Account sales - Del credere commission-Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock -Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price (Including problems). Joint Venture - Meaning – Features - Difference between Joint Venture and Consignment - Accounting Procedure - Methods of Keeping Records for Joint Venture Accounts - Method of Recording in co-ventures books - Separate Set of Books Method - Joint Bank Account - Memorandum Joint Venture Account (Including problems).

Unit-III: ACCOUNTS FROM INCOMPLETE RECORDS

Single Entry System - Meaning – Features - Difference between Single Entry and Double Entry systems - Defects in Single Entry System - Books and accounts maintained - Ascertainment of Profit - Statement of Affairs and Conversion method (Including problems).

Unit-IV: Non-Profit Organizations: Non- Profit Organization - Meaning - Features - Receipts and Payments Account - Income and Expenditure Account - Balance Sheet (Including problems.)

SUGGESTED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
2. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
3. Accountancy-I: Tulasian, Tata McGraw Hill Co.
4. Accountancy-I: S.P. Jain & K.L Narang, Kalyani.
5. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheshwari, Vikas.

B.Voc (Accounting and Taxation) II Yr Second Semester

DIRECT TAXATION –II

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: CAPITAL GAINS

Introduction - Meaning – Scope of charge – Basis of charge – Short term and Long term Capital Assets – Transfer of Capital Asset – Deemed Transfer – Transfer not regarded as Transfer – Determination of Cost of Acquisition – Procedure for computation of Long-term and Short-term Capital Gains/Losses – Exemptions in respect of certain Capital Gains u/s. 54 – Problems on computation of capital gains.

UNIT-II: INCOME FROM OTHER SOURCES

General Incomes u/s. 56(1) – Specific Incomes u/s. 56(2) – Dividends u/s. 2(22) – Interest on Securities – Gifts received by an Individual – Casual Income – Family Pension – Rent received on let out of Furniture- Plant and Machinery with/without Building – Deductions u/s. 57 - Problems on computation on Income from Other Sources.

UNIT-III: CLUBBING AND AGGREGATION OF INCOME

Income of other persons included in the total income of Assessee – Income from Firm and AOP – Clubbing Provisions – Deemed Incomes – Provisions of set-off and Carry forward of losses – computation of Gross Total Income – Deductions from GTI u/s 80C to 80U – Problems on Computation of Taxable Income.

UNIT-IV: ASSESSMENT OF INDIVIDUALS

Computation of Tax Liability – Applicability of Alternate Minimum Tax on Individual u/s 115JC – Problems on Computation of tax liability.

SUGGESTED READINGS:

- 1) Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
- 2) Direct Taxes Law & Practice: Dr. Vinod K. Singhania & Dr. KapilSinghania, Taxmann ..
- 3) Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
- 4) Income Tax: Johar, McGraw Hill Education.
- 5) Taxation Law and Practice: Balachandran & Thothadri, PHI Learning

B.Voc (Accounting and Taxation) II Yr Second Semester

COMPANY LAW

Hours per Week: 4

Credits: 4

Marks: 100 (External: 80, Internal: 20)

UNIT-I: INCORPORATION OF COMPANIES: Company: Meaning and Definition – Characteristics - Classification – Legislation on Companies – Incorporation - Promotion – Registration - Memorandum of Association – Articles of Association – Certificate of Incorporation - Prospectus – Statement in lieu of Prospectus – Commencement of business.

UNIT-II: MANAGEMENT OF COMPANIES: Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance.

UNIT-III: COMPANY SECRETARY: Company Secretary: Definition – Appointment – Duties – Liabilities – Company Secretary in Practice – Secretarial Audit.

UNIT-IV: COMPANY MEETINGS: Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

SUGGESTED READINGS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law: Rajashree. – HPH
- 3) Company Law: Prof. G. Krishna Murthy, G. Kavitha, PBP
- 4) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.
- 5) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 6) Corporate Law: PPS Gogna, S Chand. 7) Company Law: Bagriyal AK: Vikas Publishing House

B.Voc (Accounting and Taxation) II Yr Second Semester

INCOME TAX RETURNS PREPARATION PRACTICAL TRAINING AND VIVA-VOCE

Credits: 6

Marks: 100

Preparation of ITR - 1 & 2 ITR 1: For individuals being a resident other than not ordinarily resident having Income from Salaries, one House Property, other sources (Interest etc.) and having total income up to Rs.50 lakhs. ITR 2: For individuals and HUFs not having income from profits and gains of business or profession.

Preparation of ITR- 3 & 4 ITR 3: For individuals and HUFs having income from profits and gains of business or profession. ITR 4: For presumptive income from Business & Profession

Preparation of ITR – 5 For persons other than: - (i) Individual, (ii) HUF, (iii) Company and (iv) Person filing Form ITR-7

Preparation of ITR - 6 & 7 ITR 6: For Companies other than companies claiming exemption under section 11. ITR 7: For persons including companies required to furnish return under sections 139(4A) or 139(4B) or 139(4C) or 139(4D) or 139(4E) or 139(4F).

TDS and E-filing of TDS returns Introduction to the concept of TDS; Provision regarding returns of TDS, Types of forms for filing TDS returns

Suggested Readings:

1. Singhania, V. K. and Singhania, M. (2018). Students' Guide to Income Tax (University Edition). New Delhi: Taxmann Publications Pvt. Ltd.
2. Ahuja, G. and Gupta, R. (2018). Systematic Approach to Income Tax. Gurgaon: Wolters Kluwer India.
- Singhania, V. K. (2017). Students' Guide to E- Returns with C.D. New Delhi: Taxmann Publications Pvt. Ltd.