

**PUNE DISTRICT EDUCATION ASSOCIATION'S**

**WAGHIRE COLLEGE SASWAD**

**COMMUNITY COLLEGE COURSE**

**In**

**GST & TALLY**

**REGULATIONS SCHEME AND SYLLABUS**

**2018-19**

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UNIVERSITY GRANT COMMISSION  
SCHEME OF COMMUNITY COLLEGE FOR UNIVERSITY AND COLLEGE  
SYLLABUS FOR GST AND TALLY (1Year Diploma)

## **INTRODUCTION**

This scheme on skill development based higher education is a part of college/university education leading to Bachelor of Vocation (B.Voc.) degree with multiple exits such as Diploma/Advance Diploma under NSQF. Programmed is focused on providing undergraduate studies which would also incorporate job roles along with broad based general education. This would enables the graduates to make meaningful participation in accelerating India's economy by gaining appropriate employment becoming entrepreneurs and creating appropriate knowledge.

The proposed community college course in GST and Tally is judicious mix of skill professional education related to the GST and Tally and also appropriate content of general education. It is design with the objective of equipping the students with require set of practical and professional skills in GST and Tally.

## **CURRICULUM**

The Curriculum in the year of the course would be suitable mix of general education component and skill development component

## **DURATION**

The duration of community college course in GST and Tally one year consisting of two semesters the duration of each semester shall be 5 months inclusive of the days of examinations. There shall be at least 90 days working days in a semester and minimum 450 hours of learning in a semester.

## **PROGRAMME STRUCTURE**

Community College Course in GST and Tally include:

- ✓ General Education Component
- ✓ Skill Component
- ✓ Project/field work/Internship/Training

## **CREDIT CALCULATION**

The following is the formula used for conversion of time into credit hours.

- ❖ One credit would mean equivalent of 15 periods of 60 minutes each for theory-workshop/tutorials/lab work.
- ❖ For internship/ field work- the credit weightage for equivalent hours shall be 50% of that for lectures/workshops.

- ❖ For self learning based on e-content or otherwise- the credit weightage for equivalent hours of study should be 50% or less of that for lectures/workshops.

## **CONDITIONS FOR ADMISSIONS**

### **➤ ELIGIBILITY**

1. The admission to the community college will be as per the rules and regulations of the Savitribai Phule Pune University Pune for admissions. The eligibility criteria for admissions to this Community College Course shall be 10+2 in all streams (faculty) from a recognized board.
2. Reservation rules are applicable as per the Government of Maharashtra.
3. The eligibility criteria for admissions shall be as announced by the University from time to time.
4. Other conditions will be as laid down in admission policy in prospectus of the College.

### **➤ ADMISSIONS**

1. The admissions to Community College Course in GST and Tally, Semester-I shall be done based on the merit in 10+2.
2. A maximum 50 students can be admitted to the Community College Course in GST and Tally
3. There may be three types of candidates who can be given admission to first semester of skill based courses under NSQF:  
Category-1: Student already acquired NSQF certification level 4 in a particular industry sector may opt admission in the skill based courses under NSQF.  
Category-2: Student who have acquired NSQF certification level 4 but may like to change their trade and may enter into skill based courses in a different trade.  
Category-3 Students passed 10+2 examination with conventional schooling without any background of vocational training.
4. The eligibility criteria for admission shall be as announced by the university from time to time.
5. Separate rank list shall be drawn up for reserved seats as per existing rules.
6. Preferred subject and index mark calculations will be decided by the respective Board of Studies.
7. Reservation/Quota  
The reservation of seats shall be as per Government of Maharashtra Notification issued from time to time and as per the rules of Savitribai Phule Pune University Pune. A maximum of 50 students can be admitted to one Community College Course. The students can be admitted only to the first semester. No students shall be admitted directly to third and fifth semester in any circumstance.
8. In case where number of available seats is less and candidates secures same marks (percent) at the qualifying level examination, the admission of the candidate will be based upon securing higher marks in higher secondary school or equivalent examination.

9. There shall be no age bar for admission in this course.
10. The applicant seeking re-entry into the education and training for further advanced learning in their field of expertise in particular trade should get presence in admission over the new applicants.
11. A candidate can pursue 1 community college course with full time degree course from any stream.
12. The SPPU reserved the right to cancel any admission at any stage.
13. All legal matters pertaining to the under-graduates admissions shall be subject to the Maharashtra Jurisdiction only.

### **MEDIUM OF INSTRUCTION**

Medium of instruction shall be in English.

### **BOARD OF STUDIES**

- ❖ The Community College Course in each sector will be attaching to the board of studies of parent subject.
- ❖ An expert from industry sector shall be the member of affiliated BOS.
- ❖ The BOS shall be responsible for reviewing and approving the syllabus and providing suggestion in curriculum. The BOS will decide the Fee Structure.

### **REGISTRATION/RE-REGISTRATION**

Every candidate should register for all subjects of the Semester End Examination of each semester. A candidate who does not register will not be permitted to attend Semester End Examination. He/ She shall not be applicable to attend the next semester. A candidate shall be eligible to register for any higher semester, if he/she has satisfactorily completed the course of the study and registered for the examination. He/ She shall register for the semester at the start of the semester before the stipulated dates. SPPU will notify the Commencement and Conclusion dates of each semester.

### **ADMISSSION SCHEDULE**

Admissions to the courses shall be as follows:

15<sup>th</sup> June to the 15<sup>th</sup> July (Every Year)

### **TEACHING**

Method of teaching shall be combination of Lectures Tutorial, Seminars, Educational Tours, Assignment, Laboratory Work, Workshop Practice, Industrial Training and Project Work. The regular faculty of the college, guest faculty from the reputed organization/ institutes and industrial partners will be involved in teaching, practical and workshop practices.

### **ATTENDANCE**

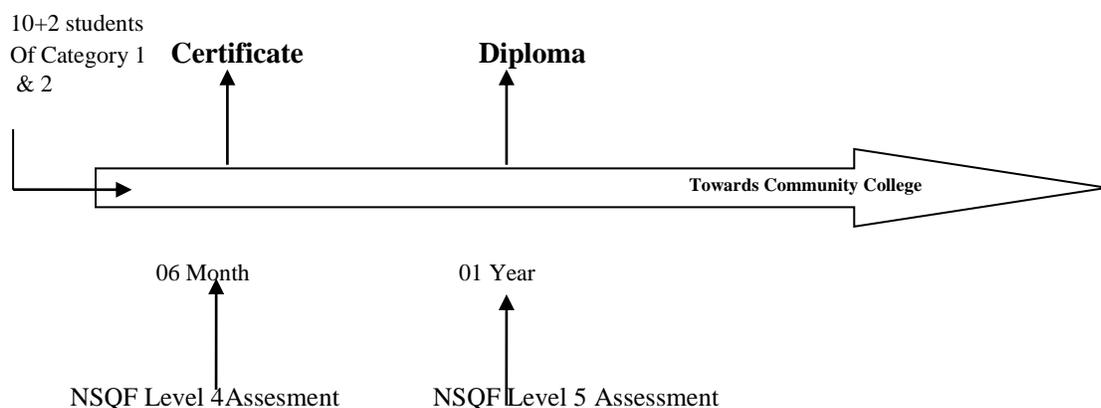
A candidate shall be permitted to Appear for the Semester End Examinations if he/she

Satisfies the following requirements.

- a) Students are normally expected to attend 100% theory, tutorial and practical classes/workshop practices. However, no student shall be allowed to appear in the end semester examination in the paper unless he/she has put in at least 75% attendance during the course of instruction in each paper separately for subjects of General Education and Skill Development Component of the vocational course is required.
- b) His/her conduct must be satisfactory
- c) A short fall in attendance up to 10% can be condoned by the Vice-Chancellor of Savitribai Phule Pune University; Pune once during the entire course provided such shortage is caused by continuous absence on genuine medical grounds.
- d) The attendance in theory and practical sessions will be considered separately. In the case of shortage of attendance, the cases will be considered as per the rules of the University.

### COURSE STRUCTURE

Community College is Diploma with multiple exits. All the candidates continuing to diploma courses or further will be treated at par from the second semester onwards. Students may exit after six months with certificate (NSQF Level 4) or may continue for diploma or advance diploma level courses.



Following table shows the various certificates and their duration.

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points / Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc Degree

As per the UGC guidelines- there are multiple exit point for a candidate admitted in this course. If he/she is completing all the six semesters successfully- he/she will get Degree in GST and Tally. If he/she is completing the first four semesters successfully he/she will get an advanced diploma in GST and Tally. If he/she is completing the first two semesters he/she will get a diploma in GST and Tally. Certificate holder is expected to acquire the skills needed for a Tax Associate; Diploma holder is expected to become Tax Consultant.

**PROGRAMME DURATION**

The duration of the Community College Course shall be for a period of 01years consisting of 02 semesters. The curriculum in each semester has been classified into General Component and Skill Component. The General Education component shall include Theory subjects and the Skill Component shall include a mix of Theory, Practical and Internship. The duration of the Course is enlisted below against each of the four Community College Job roles in alignment to NSQF.

NSQF Level	Semester	Job Role	Training Hour
4	I	Tax Associate	525
5	II	Tax Consultant	525
Total			<b>1050</b>

**GUIDELINES FOR CREDIT CALCULATION**

Guidelines used for credit calculations are in alignment with the UGC Guidelines. The below norms are used for computation of credit hours:

- ❖ **Under Skill Component:**
  - **Theory:** 01 Credit = 15 hours of teaching
  - **Practical/Internship:** 01 Credit = 30 hours of training
- ❖ **Under General Component:**
  - **Theory:** 01 Credit = 15 hours of teaching

The below norms are used for computation of credits under Skill Component

- 50% weightage has been assigned to Theory
- 10% weightage has been assigned to Practical
- 40% weightage has been assigned to Internship

<b><u>PROGRAMME STRUCTURE</u></b>					<b><u>SEMESTER-I</u></b>	
Semester	Paper	Code No	Subject	GC/SC	Credit	Total Hours

One/ Certificate Tax Associates	General Paper -01	4001	Fundamentals of Accounting	GC	6	90	
	General Paper -02	4002	Computerized Accounting (Tally)	GC	6	90	
	<b>General Component Total</b>					12	180
	Skill Paper - 01	4003	Auditing and Taxation	SC	4	45	
	Skill Paper - 02	4004	GST and Tally Paper-I	SC	4	45	
	Skill Paper - 03	4005	GST and Tally Paper-II	SC	4	45	
	Skill Paper - 04		Project Work	SC	6	210	
	<b>Skill Component Total</b>					18	345
<b>SEMESTER-I TOTAL</b>					30	525	
<b><u>PROGRAMME STRUCTURE</u></b>					<b>SEMESTER-II</b>		
Semester	Paper	Code No	Subject	GC/SC	Credit	Total Hours	
Two/ Diploma Tax Consultant	General Paper -01	4001	Fundamentals of Accounting	GC	6	90	
	General Paper -02	4002	Computerized Accounting (Tally)	GC	6	90	

	<b>General Component Total</b>				12	180
	Skill Paper - 01	4003	Auditing and Taxation	SC	4	45
	Skill Paper - 02	4004	GST and Tally Paper-I	SC	4	45
	Skill Paper - 03	4005	GST and Tally Paper-II	SC	4	45
	Skill Paper - 04		Project Work	SC	6	210
	<b>Skill Component Total</b>				18	345
	<b>SEMESTER-II TOTAL</b>				30	525
	<b>FIRST YEAR TOTAL</b>				60	1050

## **SYLLABUS**

### **Community College Course (GST and Tally)**

### **Semester- I**

#### **Paper CC 4001: Fundamentals of Accounting**

Duration-03 hrs

Lectures -90

*Maximum Marks 150*

*Theory-80*

*Internal Assessment-20*

*Practical -50*

*Passing -40%*

Objective: The basic object of this paper is to help student to acquire the knowledge of the business accounting and fundamentals of accounting.

**(Content: General Paper-01)**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>No of Lectures</b>
Unit-1	Accounting Process	(a) Theoretical Framework ( meaning, scope and usefulness of Accounting; Generally Accepted Accounting Principles, Concepts and Conventions) (b) Capital and Revenue transactions- capital and revenue expenditures, capital and revenue receipts (c) Measurement, Valuation and Accounting estimates (d) Double entry system, Books of prime entry, Subsidiary Books (e) Recording of Cash and Bank transactions (f) Preparation of Ledger Accounts (g) Preparation of Trial Balance- interpretation and usefulness (h) Rectification of Errors (i) Opening entries, Transfer entries, Adjustment	18

		entries, Closing entries	
Unit-2	Reconciliation Statements	(a) Bank Reconciliation Statement (b) Receivables / Payables Reconciliation Statement (c) Stock Reconciliation Statement	18
Unit-3	Accounting for Depreciation	(a) Depreciation Policy (b) Methods, computation and Accounting treatment	18
Unit-4	Preparation of Final Accounts	<b>(a) Of a Profit making concern (for sole proprietorship concern and partnership firm only)</b> (i) Preparation of Trading Account, Profit & Loss Account and Balance Sheet (ii) Accounting treatment of bad debts, reserve for bad and doubtful debts, provision for discount on debtors and provision for discount on creditors <b>(b) Of a Not-for-Profit making concern</b> (i) Preparation of Receipts and Payments Account; (ii) Preparation of Income and Expenditure Account (iii) Preparation of Balance Sheet	18
Unit-5	Single Entry System	Concept of Single Entry System and preparation of Statement showing Profit and Loss , Statement of Affairs (ii) Conversion of Single Entry System into Double Entry System of Accounting	18

**Reference Book:**

1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd. New Delhi)
2. Advanced Accountancy: By S.P. Jain & K.N. Narang ( Kalyani Publishers, New Delhi)
3. Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons, New Delhi)
4. Advanced Accounting: By Dr. K.N. Jagtap, Dr. S. Zagade.

**Paper CC 4002: Computerized Accounting (Tally)**

Duration-03 hrs

Lectures -90

*Maximum Marks 150*

*Theory-80*

*Internal Assessment-20*

*Practical -50*

*Passing -40%*

**Objective:** 1.The basic object of this paper is to help student to acquire the knowledge of the computerized accounting.

2. To impart the knowledge of various accounting concepts To instill the knowledge about accounting procedures, methods and techniques.

3. To acquaint them with practical approach to accounts writing by using software package

**(Content: General Paper-01)**

Unit	Topic	Details	No of Lectures
Unit-1	GST in India – An Introduction	<ol style="list-style-type: none"> <li>1. Why GST introduced?</li> <li>2. Advantages &amp; disadvantages of GST</li> <li>3. Effect on economy</li> <li>4. On which activities it is applicable (what is supply)</li> <li>5. To whom GST is Compulsory Applicable</li> <li>6. Who are exempted from GST</li> </ol>	18
Unit-2	Registration	<ol style="list-style-type: none"> <li>1. When to get registration and which Form we should use for Registration</li> <li>2. Documents required for registration</li> <li>3. Penalty if not registered in time</li> <li>4. What to do if we have branches and special rules for casual persons and NRI</li> <li>5. How to cancel GST registration</li> </ol>	22
Unit-3	Charge of GST	<ol style="list-style-type: none"> <li>1. Rates of GST and on which amount GST should charge</li> <li>2. Place of supply and time of supply</li> <li>3. Reserve charge mechanism TDS/TCS under GST</li> <li>4. Mixed supply &amp; composite supply</li> <li>5. Job work and rules for export/SEZ and exemptions from GST</li> </ol>	22
Unit-4	Input Tax Credit	<ol style="list-style-type: none"> <li>1. What is input tax credit and rules for credit</li> <li>2. On which goods or services credit will not be available</li> <li>3. Common credit and ISD</li> </ol>	18
Unit-5	Tax Invoice, Credit and Debit Notes	<ol style="list-style-type: none"> <li>1. Tax invoice rules</li> <li>2. Effect of debit note and credit note on GST</li> </ol>	10

**Reference Book**

1. Tally ERP 9 (Power of Simplicity): Software for Business and Accounts by Shraddha Singh Navneet Mehra
2. Learn Tally.ERP 9 in 30 days (A handbook to teach you everything about Tally.ERP 9) Textbook Binding – 2014 by Soumya Ranjan Behera
3. Learn Tally.ERP 9 with GST and E-Way Bill Paperback – 2018 by Rajesh Chheda
4. Tally GURU Vol.2 by Tally Education Pvt Ltd

**Paper CC 4003: Auditing and Taxation**

Duration-03 hrs

Lectures -45

**Maximum Marks 100**

**Theory-80**

**Internal Assessment-20**

**Passing -40%**

Objective:

1. The basic object of this paper is to help student to acquire the knowledge of the Auditing and Taxation.
2. To acquaint themselves about the concept and principles of Auditing, Audit process, Assurance Standards, Tax Audit, and Audit of computerized Systems.
3. To get knowledge about preparation of Audit report

**(Content: Skill Paper-01)**

Unit No	Topic	Detail	No.of Lectures
Unit-1	Introduction to Principles of Auditing and Audit Process.	Definition, Nature-objects-Advantages of Auditing-Types of errors and frauds Various Classes of Audit. Audit programme, Audit Note Book, Working Papers, Internal Control-Internal Check-Internal Audit	9
Unit-2	Checking, Vouching and Audit Report	Test checking-Vouching of Cash Book-Verification and Valuation of Assets and Liabilities. Qualified and Clean Audit Report-Audit Certificate-Difference between Audit Report and Audit Certificate. Auditing and Assurance Standards. (AAS- 1,2,3,4,5,28,29)	9
Unit-3	Company Auditor	Qualification, Disqualifications, Appointment, Removal, Rights, Duties and liabilities.	9
Unit-4	Tax Audit	Definition of Accountant-Scope of Auditor's Role under Income Tax Act Compulsory Tax Audit- Certification for Claiming exemptions- Selective Tax Audit Tax Consultancy and Representation- Proforma of Computerized Systems.	9
Unit-5	Audit of Computerized Systems	Auditing in an EDP environment-planning an audit in a computer Environment - problems encountered in an EDP environment-General EDP Control – EDP Application Control- System Development- Data transfer- Audit practice in relation to computerized systems-Computer Assisted Audit Techniques (Factors and Preparation of CAAT)	9

References:-

1. Practical Auditing -: Spicer and Peglar
2. Auditing Principles -: Jagadish Prasad
3. A Handbook of Practical Auditing -: B.N. Tondon
4. Auditing assurance standards- -: The Institute of Chartered Accountants of India

**Paper CC 4004: Goods and Service Tax Paper-I**

Duration-03 hrs

Lectures -45

*Maximum Marks 100*

*Theory-80*

*Internal Assessment-20*

*Passing -40%*

**Objective:** The basic object of this paper is to help student to the GST and Its Procedures, Rules, Regulations etc.

**(Content: Skill Paper-02)**

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SYLLABUS FOR GST AND TALLY (1Year Diploma)

Unit No	Topic	Detail	No. of Lectures
Unit-1	Preliminary	1. Short title, extent and commencement 2. Definitions	6
Unit-2	Administration	1. Officers under this Act 2. Appointment of officers 3. Powers of officers 4. Authorization of officers of State Tax or Union territory tax as proper officer in certain circumstances	9
Unit-3	Levy and Collection of Tax	1. Scope of Supply 2. Tax liability on composite and mixed supplies 3. Levy and collection 4. Composition levy 5. Power to grant exemption from tax	9
Unit-4	Time and Value of Supply	1. Time of supply of goods 2. Time of supply of services 3. Change in rate of tax in respect of supply of goods or services 4. Value of taxable supply	9
Unit-5	Input Tax Credit	1. Eligibility and conditions for taking input tax credit 2. Apportionment of credit and blocked credits 3. Availability of credit in special circumstances 4. Taking input tax credit in respect of inputs and capital goods sent for job work 5. Manner of distribution of credit by Input Service Distributor 6. Manner of recovery of credit distributed in excess	12
	Practical (GST & Tally)	Understanding the concept of GST and Its Primary Information, Object, Procedure etc.	30

**Reference Book:**

1. Students guide to Income Tax including GST – Dr. Vinod K Singhania, Dr. Monica Singhania
2. Commercial GST Acts along with rules, 2017 and Forms – Commercial Law Publilshers(India) Pvt. Ltd., Delhi
3. GST – Tax of new Era – CA Dharmendra Srivastava
4. GST on Builders & Real Estate Transactions Taxman Publication Sandesh Mundra
5. GST Audit & Annual Return man Publication V.S.Date

**Paper CC 4005: Goods and Service Tax Paper-II**

Duration-03 hrs

Lectures -45

*Maximum Marks 100*

*Theory-80*

*Internal Assessment-20*

*Passing -40%*

**Objective:** The basic object of this paper is to help student to the GST and Its Procedures, Rules, Regulations and Practical Approach etc.

**(Content: Skill Paper-03)**

Unit No	Topic	Detail	No.of Lectures
Unit-1	Registration	<ol style="list-style-type: none"> <li>1. Persons liable for registration</li> <li>2. Persons not liable for registration</li> <li>3. Compulsory registration in certain cases</li> <li>4. Procedure for registration</li> <li>5. Deemed registration</li> <li>6. Special provisions relating to casual taxable person and non-resident taxable person</li> <li>7. Amendment of registration</li> <li>8. Cancellation of registration</li> <li>9. Revocation of cancellation of registration</li> </ol>	9
Unit-2	Tax Invoice, Credit And Debit Notes	<ol style="list-style-type: none"> <li>1. Tax invoice</li> <li>2. Prohibition of unauthorized collection of tax</li> <li>3. Amount of tax to be indicated in tax invoice and other documents</li> <li>4. Credit and debit notes</li> </ol>	9
Unit-3	Accounts and Records	<ol style="list-style-type: none"> <li>1. Accounts and other records</li> <li>2. Period of retention of accounts</li> </ol>	9
Unit-4	Returns	<ol style="list-style-type: none"> <li>1. Furnishing details of outward supplies</li> <li>2. Furnishing details of inward supplies</li> <li>3. Furnishing of returns</li> <li>4. First return</li> <li>5. First returns</li> <li>6. Claim of input tax credit and provisional acceptance thereof</li> <li>7. Matching, reversal and reclaim of input tax credit</li> <li>8. Matching, reversal and reclaim of reduction in output tax liability</li> <li>9. Annual return</li> <li>10. Final return</li> <li>11. Notice to return defaulters</li> <li>12. Levy of late fee</li> <li>13. Goods and services tax practitioners</li> </ol>	9
Unit-5	Payment of Tax	<ol style="list-style-type: none"> <li>1. Payment of tax, interest, penalty and other amounts</li> <li>2. Interest on delayed payment of tax</li> <li>3. Tax deduction at source</li> <li>4. Collection of tax at source</li> <li>5. Transfer of input tax credit</li> </ol>	9
	Practical (GST & Tally)	Understanding the concept Tax Invoice, Credit And Debit Notes Accounts and Records Returns Payment of Tax etc.	30

**Reference Book:**


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1. Students guide to Income Tax including GST – Dr. Vinod K Singhania, Dr. Monica Singhania
2. Commercial GST Acts along with rules, 2017 and Forms – Commercial Law Publilshers(India) Pvt. Ltd., Delhi
3. GST – Tax of new Era – CA Dharmendra Srivastava
4. GST on Builders & Real Estate Transactions Taxman Publication Sandesh Mundra
5. GST Audit & Annual Return man Publication V.S.Date

**SYLLABUS**  
**Community College Course (GST and Tally)**  
**Semester-II**

**Paper CC 4001: Fundamentals of Accounting**

Duration-03 hrs

Lectures -90

*Maximum Marks 150*

*Theory-80*

*Internal Assessment-20*

*Practical -50*

*Passing -40%*

Objective: The basic object of this paper is to help student to acquire the knowledge of the business accounting and fundamentals of accounting.

**(Content: General Paper-01)**

Unit	Topic	Details	No.of Lectures
Unit-1	Methods Overhead	(a) Introduction (b) Various Methods of Overhead Accounting ) (c) Practical Problem	18
Unit-2	Fundamentals of Cost Accounting	(a) Cost and Management Accounting – Generally Accepted Cost Accounting Principles (b) Accounting for Material cost (including Accounting of Inventory – LIFO, FIFO, Weighted Average Cost) (c) Accounting for Labour costs, Direct Expenses and Overheads	18
Unit-3	Preparation of Cost Statements	(a) Cost Data collection, Cost Sheet formats, (b) Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), computation and Accounting treatment	18

Unit-4	Fundamentals of Management Accounting	(a) Marginal Costing and Break-even analysis – basic knowledge (b) Application of Marginal Costing for decision-making	18
Unit-5	Overhead Accounting	a) Meaning and Definition of Overhead Accounting b) Steps in Overhead Accounting c) Practical Problem	18

### **References**

1. Prof. Subhash Jagtap -: Practice in Advanced costing and Management Accounting. Nirali Prakashan, Pune
2. Ravi Kishor -: Advanced Cost Accounting and Cost Systems Taxman's Allied Service Pvt.Ltd., New Delhi.
3. S.P. Lyengar -: Cost Accounting Principles and Practice, Sultan Chand & Sons Accounting, Taxman's, New Delhi.
4. Ravi Kishor -: Students Guide to Cost Accounting Taxman's, New Delhi.
5. M.N. Arora -: Cost Accounting Principles and Practice Vikas Publishing House Pvt. Ltd., New Delhi

### **Paper CC 4002: Computerized Accounting (Tally)**

Duration-03 hrs

Lectures -90

*Maximum Marks 150*

*Theory-80*

*Internal Assessment-20*

*Practical -50*

*Passing -40%*

- Objective:**
1. The basic object of this paper is to help student to acquire the knowledge of the computerized accounting.
  2. To impart the knowledge of various accounting concepts To instill the knowledge about accounting procedures, methods and techniques.
  3. To acquaint them with practical approach to accounts writing by using software package

#### **(Content: General Paper-02)**

Unit	Topic	Details	No of Lectures
Unit-1	Composition Scheme	1. To whom this is applicable and rates	18
Unit-2	Payment of Tax	1. Last date of payment and challan 2. Penalty for late payment and refund rule	17
Unit-3	Return Filing	1. Last date of return filing, form and penalty for return filing	20
Unit-4	Audit	1. To whom audit is compulsory, audit limit and whom will do the audit	19

Unit-5	E-Way Bill System	1. E-Way Bill System	16
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**Reference Book:**

1. Tally ERP 9 (Power of Simplicity): Software for Business and Accounts by Shraddha Singh Navneet Mehra
2. Learn Tally.ERP 9 in 30 days (A handbook to teach you everything about Tally.ERP 9) Textbook Binding – 2014 by Soumya Ranjan Behera
3. Learn Tally.ERP 9 with GST and E-Way Bill Paperback – 2018 by Rajesh Chheda
4. Tally GURU Vol.2by Tally Education Pvt Ltd

**Paper CC 4003: Auditing and Taxation**

Duration-03 hrs

Lectures -45

*Maximum Marks 100*

*Theory-80*

*Internal Assessment-20*

*Passing -40%*

Objective: 1.The basic object of this paper is to help student to acquire the knowledge of the business accounting and fundamentals of accounting.

2. To understand the basic concepts and to acquire knowledge about Computation of Income, Submission of Income Tax Return, Advance Tax, and Tax deducted at Source, Tax Collection Authorities under the Income Tax Act, 1961.

**(Content: Skill Paper-01)**

Unit No	Topic	Detail	No.of Lectures
Unit-01	Important Concepts and Definitions under Income Tax Act-1961	Income, Person, Assessee, Assessment year, Previous year, Agricultural Income, Exempted Income, Residential Status of an Assessee, PAN, TAN	9
Unit-02	Computation of Taxable Income under the different Heads of Income	<b>a. Income from Salary –</b> Meaning of salary, Salient features of salary Allowances and tax Liability-Perquisites and their Valuation-Deductions from salary. (Theory and Problems) <b>b. Income from House Property</b> Basis of Chargeability Annual Value Self occupied and let out property Deductions allowed (Theory and	9

		Problems) <b>c. Profits and Gains of Business and Professions</b> Definitions, Deductions expressly allowed and disallowed (Theory And Problems) <b>d. Capital Gains</b> Chargeability-definitions-Cost of Improvement, Short term and long term Capital gains (Theory only) <b>e. Income from other sources-</b> Chargeability - deductions - Amounts not deductible.(Theory only)	
Unit-03	Computation of Total Taxable Income of an Individual	Gross total Income-deductions u/s-80C, 80ccc to 80 U – Income Tax calculation- (Rates applicable for respective Assessment year) Education cess	9
Unit-04	Miscellaneous	Tax deducted at source-Return of Income-Advance payment of Tax methods of payment of tax-Forms of Return-Refund of Tax. (Theory)	9
Unit-05	Income Tax Authorities	Structure, Functions and powers of various Income Tax Authorities. (Administrative and Judicial), Central Board of Direct Taxes.	9

**References :**

1. Indian Income Tax -: Dr. Vinod Singhania
2. Income Tax- -: Ahuja and Gupta
3. Income Tax Act -: R.N.Lakhotia
4. Indian Income Tax Act -: H.C.Malhotra
5. Income Tax -: Manoharem
6. Student guide to Income Tax -: Dr. Vinod Singhania

**Paper CC 4004: Goods and Service Tax Paper-I**

Duration-03 hrs

Lectures -45

*Maximum Marks 100*

*Theory-80*

*Internal Assessment-20*

*Passing -40%*

Objective: The basic object of this paper is to help student to acquire the knowledge of the Goods and Service Tax including Procedure and Implications.

**(Content: Skill Paper-02)**

Unit	Topic	Details	No of Lectures
Unit-1	Refunds	<ol style="list-style-type: none"> <li>1. Refund of tax</li> <li>2. Refund in certain cases</li> <li>3. Interest on delayed refunds</li> <li>4. Consumer Welfare Fund</li> <li>5. Utilisation of Fund</li> </ol>	9
Unit-2	Assessment	<ol style="list-style-type: none"> <li>1. Self-assessment</li> <li>2. Provisional assessment</li> <li>3. Scrutiny of returns</li> <li>4. Assessment of non-filers of returns</li> </ol>	9

		5. Assessment of unregistered persons 6. Summary assessment in certain special cases	
Unit-3	Audit	1. Audit by tax authorities 2. Special audit	9
Unit-4	Inspection, Search, Seizure and Arrest	1. Power of inspection, search and seizure 2. Inspection of goods in movement 3. Power to arrest 4. Power to summon persons to give evidence and procedure documents 5. Access to business premises 6. Officers to assist proper officers	9
Unit-5	Demands and Recovery	1. Determination of tax not paid or short paid or erroneously refunded or input tax credit wrongly availed or utilized for any reason other than fraud or any willful-mis statement or suppression of facts 2. Determination of tax not paid or short paid or erroneously refunded or input tax credit wrongly availed or utilized by reason of fraud or any willful-mis statement or suppression of facts 3. General provisions relating to determination of tax 4. Tax collected but not paid to Government 5. Tax wrongfully collected and paid to Central Government or State Government 6. Initiation of recovery proceedings 7. Recovery of tax 8. Payment of tax and other amount in installments 9. Transfer of property to be void in certain cases 10. Tax to be first charge on property 11. Provisional attachment to protect revenue in certain cases Continuation and validation of certain recovery proceedings	9
	Practical (GST & Tally)	Understanding the concept Refunds Assessment Audit Inspection, Search, Seizure and Arrest Demands and Recovery	30

**Reference Book:**

1. Students guide to Income Tax including GST – Dr. Vinod K Singhania, Dr. Monica Singhania
2. Commercial GST Acts along with rules, 2017 and Forms – Commercial Law Publilshers(India) Pvt. Ltd., Delhi
3. GST – Tax of new Era – CA Dharmendra Srivastava
4. GST on Builders & Real Estate Transactions Taxman Publication Sandesh Mundra

5. GST Audit & Annual Return man Publication V.S.Date

**Paper CC 4005: Goods and Service Tax Paper-II**

Duration-03 hrs

Lectures -45

*Maximum Marks 100*

*Theory-80*

*Internal Assessment-20*

*Passing -40%*

Objective: The basic object of this paper is to help student to acquire the knowledge of the Goods and Service Tax including Procedure and Implications.

**(Content: Skill Paper-03)**

Unit	Topic	Details	No of Lectures
Unit-1	Liability to Pay in Certain Cases	<ol style="list-style-type: none"> <li>1. Liability in case of transfer of business</li> <li>2. Liability of agent and principal</li> <li>3. Liability in case of amalgamation or merger of companies</li> <li>4. Liability in case of company in liquidation</li> <li>5. Liability of directors of private company</li> <li>6. Liability of partners of firm to pay tax</li> <li>7. Liability of guardians, trustees, etc.</li> <li>8. Liability of Court of Wards, etc.</li> <li>9. Special provisions regarding liability to pay tax</li> <li>10. Liability of guardians, trustees, etc.</li> <li>11. Liability of Court of Wards, etc.</li> <li>12. Special provisions regarding liability to pay tax, interest or penalty in certain cases</li> <li>13. Liability in other cases</li> </ol>	9
Unit-2	Advanced Ruling	<ol style="list-style-type: none"> <li>1. Definitions</li> <li>2. Authority for advanced ruling</li> <li>3. Application for advance ruling</li> <li>4. Procedure on receipt of application</li> <li>5. Appellate Authority for Advanced Ruling</li> <li>6. Appeal to Appellate Authority</li> <li>7. Orders of Appellate Authority</li> <li>8. Rectification of advance ruling</li> <li>9. Applicability of advanced ruling</li> <li>10. Advance ruling to be void in certain circumstances</li> <li>11. Powers of Authority and Appellate Authority</li> <li>12. Procedure of Authority and Appellate Authority</li> </ol>	9
Unit-3	Appeals and Revision	<ol style="list-style-type: none"> <li>1. Appeals to Appellate Authority</li> <li>2. Powers of Revisional Authority</li> <li>3. Constitution of Appellate Tribunal and Benches thereof</li> <li>4. President and Members of Appellate Tribunal, there</li> </ol>	9

		<p>qualifications, appointment, conditions of service, etc</p> <ol style="list-style-type: none"> <li>5. Procedure before Appellate Tribunal</li> <li>6. Appeals to Appellate Tribunal</li> <li>7. Orders to Appellate Tribunal</li> <li>8. Financial and Administrative Powers of President</li> <li>9. Interest in Refund of amount paid for admission of appeal</li> <li>10. Appearance by authorized representative</li> <li>11. Appeals to High Court</li> <li>12. Appeals to Supreme Court</li> <li>13. Sums due to be paid notwithstanding appeal, etc</li> <li>14. Appeal not to be filled in certain cases</li> <li>15. Non-appealable decisions and orders</li> </ol>	
Unit-4	Offenses and Penalties	<ol style="list-style-type: none"> <li>1. Penalty for certain offenses</li> <li>2. Penalty for failure to furnish information return</li> <li>3. Fine for failure and furnish statics</li> <li>4. General penalties</li> <li>5. General disciplines related to penalties</li> <li>6. Power to impose penalty in certain cases</li> <li>7. Power to waive penalty or fee or both</li> <li>8. Detention, seizure and release of goods and conveyances in transit</li> <li>9. Punishment for certain offences</li> <li>10. Liability of officers and certain other persons</li> <li>11. Presumption of culpable mental state</li> <li>12. Relevance of statements of under certain circumstances</li> <li>13. Offences by companies</li> <li>14. Compounding by offenses</li> </ol>	9
Unit-5	Transitional Provisions	<ol style="list-style-type: none"> <li>1. Migration of existing tax payers</li> <li>2. Transitional arrangements for input tax credit</li> <li>3. Transitional provisions relating to job work</li> <li>4. Miscellaneous transitional provisions</li> </ol>	9
	Practical (GST & Tally)	Understanding the concept Offenses and Penalties Transitional Provisions Liability to Pay in Certain Cases	30

**Reference Book:**

1. Students guide to Income Tax including GST – Dr. Vinod K Singhania, Dr. Monica Singhania
2. Commercial GST Acts along with rules, 2017 and Forms – Commercial Law Publilshers(India) Pvt. Ltd., Delhi
3. GST – Tax of new Era – CA Dharmendra Srivastava
4. GST on Builders & Real Estate Transactions Taxman Publication Sandesh Mundra
5. GST Audit & Annual Return man Publication V.S.Date