# UNIVERSITY GRANTS COMMISSION
# SKILL BASED EDUCATION UNDER NSQF

## Syllabus & Curriculum for

## *NSQF APPROVED*

# PG DIPLOMA IN PROFESSIONAL ACCOUNTING & TAXATION

## *(Level-8)*

## DEVA MATHA COLLEGE KURAVILANGAD

## October 2020

# Members of the Curriculum Design Committee

| ***Sl. No*** | ***Name*** | ***Designation*** |
|---|---|---|
| 1 | Dr. Jojo K. Joseph | Principal, Deva Matha College |
| 2 | Sri K. J. Joseph FCA | Chartered Accountant, Kanjirappally |
| 3 | Fr. Dinoy Mathew | Vice Principal, Deva Matha College |
| 4 | Mr. M. V. Paulachen | Deputy Chief, University Guidance Bureau,<br>Sri Sankaracharya University of Sanskrit, Kalady |
| 5 | Mr. Anish Thomas | Assistant Professor, Deva Matha College |
| 6 | Ms. Anu P. Mathew | Assistant Professor, Deva Matha College |
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| 8 | Mr. Renny A. George | Assistant Professor, Deva Matha College |
| 9 | Ms. Sherin Cyriac | Assistant Professor, Deva Matha College |
| 10 | Mr. Jithin Joy | Assistant Professor, Deva Matha College |

# PROGRAMME STRUCTURE

| Course Code | Course Title | Course Type | Credits | Hours |
|---|---|---|---|---|
| **FIRST SEMESTER** | | | | |
| PGD0101 | Accounting for Business I | Skill | 4 | 60 |
| PGD0102 | Income Tax- Law & Practice | Skill | 4 | 60 |
| PGD0103 | Goods & Services Tax- I | Skill | 5 | 75 |
| PGD0104 | Computerized Accounting | Skill | 5 | 75 |
| PGD0105 | Internship | Skill | 6 | 90 |
| PGD0106 | Regulatory Framework for Business | General | 3 | 45 |
| PGD0107 | Communicative Skills for Business | General | 3 | 45 |
| ***TOTAL FOR THE SEMESTER*** | | | **30** | **450** |
| **SECOND SEMESTER** | | | | |
| PGD0201 | Accounting for Business II | Skill | 4 | 60 |
| PGD0202 | Income Tax- Assessment & Procedures | Skill | 4 | 60 |
| PGD0203 | Goods & Services Tax- I | Skill | 5 | 75 |
| PGD0204 | Accounting Using Excel | Skill | 5 | 75 |
| PGD0205 | Internship | Skill | 6 | 90 |
| PGD0206 | Essentials of Business Operations | General | 3 | 45 |
| PGD0207 | Professional Development Skills | General | 3 | 45 |
| ***TOTAL FOR THE SEMESTER*** | | | **30** | **450** |

# SEMESTER I

# SEMESTER I

# ACCOUNTING FOR BUSINESS-I

**Credit: 4** **Hours: 60**

**(Theory- 50 Hours; Practical- 10 Hours)**

**Course Objective:**

*To equip the students with the skill of preparing accounts and financial statements of various types of business including profit, non-profit, corporate undertakings. This course also gives insights into single entry system and the accounts of receivables and payables.*

**Course Outcomes:**

- *The learner should be able to prepare cash book and bank reconciliation statement*
- *The learner should be able to prepare accounts of non-profit organization*
- *The learner should be familiar with corporate Accounting procedure and the final accounts.*
- *Familiarizing the learner with the accounting of incomplete records.*
- *Understanding the process of receivables and payables management.*

**Module 1: Preparation of Final Accounts (20 Hours)**

Accounting- concept, objectives, advantages and limitations, Role of Accounting in Business-Recording of Transactions in Journal, Ledger- Special Journal-Cash Book(detailed study)- Bank Reconciliation Statement- Final Accounts of Sole Trader- Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments

**Module 2: Accounts of Non-Profit Organizations (12 Hours)**

Meaning and characteristics of Non-Profit Organization, Accounting Records of Non-Profit Organization- Receipt & Payment A/c, Income & Expenditure a/c -

Features- Preparation of Income and Expenditure account and Balance sheet from receipts and payments account with additional information- Relevant items of Income & Expenditure Account-Subscription, Donations, Grant, Legacy, Endowment fund, Entrance fee, Life Membership fee - Business done by charitable organizations for charity purpose

**Module 3: Accounts of Joint Stock Companies (12 Hours)**

Final accounts of Joint Stock Companies (Vertical form – As per provisions of Companies Act 2013) - Preparation of Statement of Profit & Loss Account and Balance Sheet (Excluding Managerial Remuneration)

**Module 4: Accounts of Receivables & Payables (16 Hours)**

Purchase order- Billing process- Purchase journal, supplier and payment details- Credit purchase- Payment Strategies-Sales order- Credit policy-Sales journal- Verification of the documents- Preparation of Payment voucher- Preparing Receipt voucher- Performing the accounting entry- Record keeping- Credit collection strategies –Stock Control- Reorder Level

**Reference Materials:**


1. Advanced Financial Accounting, R.L. Gupta & Radhaswami, Sultan Chand CO;
2. Advanced Financial Accounting, S.N. Maheswari
3. Advanced Financial Accounting, B.D. Agarwal
4. Advanced Financial Accounting, S.P. Jain & K.L. Narang; Kalyani Publishers
5. Fundamental Financial Accounting Concepts 10th Edition: , Thomas Edmonds and Christopher Edmonds and Frances McNair and Philip Olds-McGraw Hill
6. Managerial Accounting: Tools for Business Decision Making, 8th Edition, Jerry J Weygandt, Paul D Kimmel, Donald E Kieso
7. Non profit Accounting: Third Edition: A Practitioner's Guide-Steven M. Bragg

# SEMESTER I

# INCOME TAX: LAW AND PRACTICE

**Credits: 4** **Hours: 60**

**(Theory- 50 Hours; Practical- 10 Hours)**

**Course Objective:**

*To impart basic knowledge about income tax rules and equip the students to compute total income of an individual.*

**Course Outcomes:**

- *Learners acquire knowledge about the concepts of income tax*
- *Learners would be able to compute income from salaries & house property, determine taxable profit from business/profession, and compute capital gains and income from other sources.*
- *Learner shall be able to determine eligible deductions and compute Taxable Income and tax liability of an individual.*

**Module 1: Introduction to Basic Concepts (6 Hours)**

Brief History of Income tax in India - Basic Concepts- Finance Act- Definitions - Rates of Income Tax - residential status-incidence of tax-income exempted from tax.

**Module 2: Heads of Income (35 Hours)**

Heads of income-income from salary-income from house property-profits and gains of business or profession-capital gain-income from other sources.

**Module 3: Clubbing of Income (4 Hours)**

Clubbing of income-setoff-carry forward and setoff-incomes that can't be set off with other incomes

**Module 4: Deductions (5 Hours)**

Deductions from gross total income- Chapter VI A- Sec. 80 C to 80 U-Concessional slab rates for individuals and HUFs as per Finance Act 2020

**Module 5: Assessment of Individuals (10 Hours)**

Assessment of Individuals - Computation of Total Income and Tax Liability of Individuals – Treatment of Agricultural income - Rebate & Reliefs- Faceless Assessment for Scrutiny

**Reference Materials:**


1. Direct Taxes Law and Practice- Dr H C Mehrotra and Dr S P Goyal- Sahitya Bhawan Publications.
2. Direct Taxes Law and Practice- Singhania V K, Taxmann Publications Ltd.
3. Direct Taxes Law and Practice- Dr. Girish Ahuja ;Dr. Ravi Gupta, Bharat Law House Pvt.
4. Ltd.
5. Direct Taxes Sri T N Manoharan- Snow White Publications.
6. Direct Taxes – Law and Practice, Bhagwathi Prasad- WishwaPrakashana.
7. Study material for IPCC on Direct Taxation by ICAI.
8. Study material on Direct Taxes by ICMAI.
9. Income Tax Act and Rules.

# SEMESTER I

# INDIRECT TAX I

**Credit: 5** **Hours: 75**

**(Theory- 70 Hours; Practical- 5 Hours)**

**Course Objective:**

To give the students a general understanding of the indirect taxes in the country and provide an insight into practical aspects of VAT and GST.

**Course Outcomes:**

- Acquire knowledge regarding the basic concepts of Indirect tax
- Basic understanding about Value added Tax in India
- Develop an in depth idea about Goods and services tax
- Understand about the registration, levy and collection of GST.

**Module1: Introduction to Indirect Taxes (5 Hours)**

Meaning-features- difference between direct and indirect tax-Constitutional Framework of indirect taxes-power of taxation-administration and relevant procedures-powers of central and state government to levy tax-Previous Indirect taxes in India - customs duty- Defects in structure of indirect taxes

**Module 2: Introduction to Value Added Tax (18 Hours)**

Background & Concept of State VAT- difference between sales tax and VAT-VAT terminologies-Transactions subject to VAT-basic rules-Registration under VAT-compulsory-voluntary-Reverse Charge-Composite VAT- Rates and exemptions-Valuation of taxable turnover-VAT Reports- Accounting and Assessment

**Module 3: Origin of Goods and Services Tax (12 Hours)**

Background necessity and rationale for implementing GST-Constitutional background of GST-Constitutional 101 Amendment Act-Difference between VAT

and GST-Application of VAT in GST-Basic Concept of GST-Stages of Evolution of GST-GST Council-structure-power-functions-Benefits of GST-Challenges in implementation of GST

**Module 4: GST & Registration (15 Hours)**

Methodology of GST-subsuming of taxes-Structure and framework of GST-CGST-SGST-IGST-UTGST-Important concepts and definitions under CGST Act-GST models-GST Rates-Regulatory framework of GST-GSTIN

Registration under GST-Persons liable for registration-compulsory registration-deemed registration-Procedure for registration-GSTIN-Amendment of registration-Cancellation of registration- Revocation of cancellation

**Module 5- Levy and Collection of Tax (25 Hours)**

Classification of goods and services-Composite and Mixed Supply-Levy and Collection-Time of Supply of goods and services-List of exempt goods under GST-Determination of value of taxable supply-Reverse charge mechanism-Composition Scheme-Interstate and Intra state supply-Zero rated supply-problems of time and place of supply (All the provisions in the Central GST, State GST and Integrated GST Acts and rules as amended up to date will be applicable)

**Reference Materials:**


1. Handbook on Goods and Services Tax – CA Pushpendra Sisodia, Bharat Law House
2. Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
3. Indirect Taxes - Vinod K Singania,Taxmann‘s Publications, New Delhi
4. Illustrated Guide to Goods and Service Tax- C A Rajat Mohan- Bharat Publications
5. All about GST- V S Datey- Taxmann Publications.
6. Basics of GST- Nitya Tax Associates- Taxmann Publications
7. Beginner‘s Guide to GST- Dr Vandana Bangar and Dr Yogendra Bangar
8. Bare Act CGST, Bare Act SGST, Bare Act IGST
9. Study Material of ICAI – IPCC and Final

# SEMESTER I

# COMPUTERIZED ACCOUNTING

**Credit: 5** **Hours: 75**

**(Theory- 20 Hours; Practical- 55 Hours)**

**Course Objective:**

*The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in the sectors of accounting and taxation.*

**Course Outcomes**:

- *Awareness on basic accounting procedures*
- *Confidence to be practicing professional accountants*
- *Knowledge on preparation of accounts and generation of reports*
- *Better employability skills with practical exposure to theories learnt*
- Acquire the skill of financial decision making in a systemized manner.
- Interpret the financial statements as well as evaluation of stock at the end.

**Module 1: Introduction to Computerized Accounting (7 Hours)**

Getting started with Tally ERP 9 – Company Creation- Creation of Accounts- Creation of Ledger- Groups- Deleting Groups-Splitting of Tally data for each year

**Module 2: Accounts and Vouchers (15 Hours)**

Recording transactions- Accounting Vouchers- Non Accounting vouchers- Accounts payable and receivable- Banking payments- Bank reconciliation- Cost Centre and cost categories- MIS reports in Tally

**Module 3: Accounts with Inventory (18 Hours)**

Inventory management- Inventory valuation- Creating inventory masters- Godown management- Recording purchase, sales, stock- Stock category- Stock valuation methods- Purchase and Sale order processing- Reorder level- Creation and revision of Price lists- Accounting of manufacturing process- Reports

**Module 4: Accounting with Tax and Security Control (15 Hours)**

Getting started with GST- Advance adjustments and entries- F11and F12 settings for GST- TDS- Activation, Configuration and Recording of transactions- Voucher types- Related Ledgers- TDS Reports- TCS- Types of GST- Computing GST- Ledgers and vouchers pertaining to GST- GST Reports- GST Forms- Security Control- Password policy- Backup and restore- Export and Import of data- Printing reports-Exporting Tally data to GST sites

**Module 5: Payroll Management (20 Hours)**

Enabling payroll- Creating pay heads- Creation of employee groups- Employee heads- Configuration of salary details- Creation of unit of work- Creating and managing attendance and production types- F12 payroll configuration- Creating payroll vouchers- Displaying, Altering and deleting payroll documents- Payroll reports- Statutory deductions- EPF Ledger heads-ESI heads - Gratuity calculation- Creation and accounting- Generating a sample pay slip- Employee loan and salary advance management

**Reference Materials:**


1. Learn Tally. ERP9 with GST by Soumya Ranjan Behera
2. Tally ERP 9 Training Guide by Asok K Nadhani
3. Financial Accounting by Hanif and Mukherjee
4. Cost Accounting by Dr. SN Maheswari

# SEMESTER I

# REGULATORY FRAMEWORK FOR BUSINESS

**Credit: 3** **Hours: 45 (Theory)**

**Course Objective:**

*To create awareness among learners about important labour laws and trade rules prevailing in the state of Kerala as well in India.*

**Course Outcomes**:

- *Awareness about employee rights and legal protections given by the land.*
- *Awareness about the process of acquiring trade licenses.*
- *Efficient payroll management of ESI and EPF of employees*
- *Prevent labour exploitation by informing employees and employers.*

**Module 1: Employee's Provident Fund Act 1952 (9 Hours)**

Introduction - Eligibility and Entitlement -Calculation -Benefits - Interest - Nomination - Annual Statement of Accounts - Full Settlements - Advances/Withdrawals –Employer's Role And Responsibility - Monthly Returns - Annual Returns- Penalty -Exemption –Employee's Role And Responsibility-EPF Corporation

**Module 2: Employee State Insurance Act (9 Hours)**

Introduction ESI- Object of the Act - Applicability of the Act - Non-Applicability of the Act –Procedure for registration - ESI Contribution - ESI Benefits -Sickness benefit -Maternity benefit - Disablement benefit - Dependents' benefit -Medical benefit and - Funeral expenses – Benefits to employers - Employees' State Insurance Corporation - Standing Committee - Penalties and Damages

**Module 3: Kerala Money Lenders Act 1958 (6 Hours)**

Definitions- License- Grant and refusal of licenses- place and name of business - Interest and charges – Role of Court- Role of Government- Duties and

responsibilities of money lender – Protection, rights and obligation of borrowers- Redemption of pledge- Sale of pledge- Offences – Penalties - Appointment of Inspectors and their powers

**Module 4: Panchayath License & Food Safety License (6 Hours)**

Panchayath Trade License – Importance – Eligibility- Procedure – Documents required –Categories of license and fees- License renewal- Duties of registered business. Food Safety Kerala- Role and importance – Need/Requirement for registration – Eligible category of business- Turnover based registration- Central registration- Documents – Registration process- Renewal and modification process- Fee structure

**Module 5: Labour Code (15 Hours)**

Labor code - Code on Wages (2019) – Wages- Wage computation- Minimum wages- Payment of wages- Equality in remuneration- Overtime payment- Payment of bonus- Offences & penalty -Inspectors-cum-Facilitators- Role of Inspectors-cum-Facilitators- The Occupational Safety, Health and Working Conditions Code, 2020- Factory - Hazardous conditions – safety measures- Women entitlements- Inter-state migrant workers - Rights- The Industrial Relations Code 2020- Workers' classification- Holidays- Paydays - Wage rates- Termination of employment - Grievance redressal mechanisms – Definition of employees- Rights and obligations- Definition of employers- Rights and obligations- Gratuity –Pension

**Reference Materials:**


1. Kapoor N.D : Labour Laws, Sultan Chand
2. Mamoria and Mamoria : Dynamics of Industrial relations, Himalaya
3. https://keralataxes.gov.in/wp-content/uploads/2017/08/KML_ACT.pdf
4. https://foodsafety.kerala.gov.in/
5. https://labour.gov.in/labour-codes

# SEMESTER I

# COMMUNICATIVE SKILLS FOR BUSINESS

**Credit: 3** **Hours: 45**

**(Theory- 25 Hours; Practical- 20 Hours)**

**Course Objective:**

*To help learners possess all skills of communication such as reading, listening, writing and most importantly speaking and also digital communication which will help them to have a competitive edge to fit into any industry.*

**Course Outcomes:**

- *Getting a clear understanding of what good communication skills are*
- *Identify common communication problems that may be holding learners back*
- *Learning to communicate through the digital media*
- *Learning what to be done to improve their abilities.*
- *Acquiring the art of drafting letters of all kinds*
- *Preparing resume in an appropriate template without grammatical and other errors and using proper syntax*

**Module 1: Listening Skills & Reading Skills (7 Hours)**

Effective Listening- Listening to conversations- Listening to announcements- Academic Listening - Probing questions – Gathering information- Interpreting texts

**Module 2: Speaking Skills (Speaking in contexts) (18 Hours)**

Phonetics & basic grammar- Understanding and applying vocabulary- Pronunciation- Enunciation- Fluency- Common Errors

Asking for and giving information -Offering and responding to offers- Requesting and responding to requests - Congratulating people on their success - Expressing condolences - Apologizing and forgiving- Giving instructions - Seeking and giving permission - Expressing opinions (likes and dislikes) - Agreeing and disagreeing - Demanding explanations - Asking for and giving advice and suggestions - Expressing sympathy - Asking questions and responding politely

**Module 3: Office Communication & Report Writing (10 Hours)**

Formulation of notices and memoranda- preparation of agenda, Recording minutes of meetings- Preparation of reports of events- Preparing summary of reports / booklets- Business Letters- Enquiry- Order- Complaint Letter- Précis writing- Note making- Bank Correspondence

**Module 4: Social Media Communication (10 Hours)**

CV-Resume preparation- Drafting oficial e-mails- use of emojis- Statement of Purpose- Using social media for business- Telephonic etiquettes- Holding a meeting online- online information search

**Reference Materials:**


1. Sen Madhucchanda (2010), An Introduction to Critical Thinking, Pearson, Delhi
2. Silvia P. J. (2007), How to Read a Lot, American Psychological Association, Washington DC
3. Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli - Sultan Chand & Sons, New Delhi.
4. Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep & Deep Publications Pvt. Ltd., New Delhi
5. Effective Business Communication – H.Murphy.

# SEMESTER II

# SEMESTER II

# ACCOUNTING FOR BUSINESS-II

**Credit: 4** **Hours: 60**

**(Theory- 50 Hours; Practical- 10 Hours)**

**Course Objectives:**

*This course revisits and strengthens fundamental accounting principles and processes, culminating in the preparation of the financial statements. The course also focuses on the Application of Important Accounting Standards.*

**Course Outcomes:**

- *The learner should be able to understand various Accounting Standards*
- *The ability to prepare Cash Flow Statement*
- *The knowledge about various techniques of constructing projected financial statements.*
- *The ability to prepare branch accounts.*
- *Basic understanding about the accounting for partnership firm*

**Module 1: Accounting Standards (15 Hours)**

Accounting Standards Board- Applicability of Accounting Standards- Brief learning of Accounting Standard Series-

**Module 2: Cash Flow Statement (15 Hours)**

Meaning of Cash Flow Statement- Objectives – Advantages or usefulness- Preparation of Cash Flow Statement

**Module 3: Projected Financial Statements (15 Hours)**

Projected financial statements- Elements - Preparation of projected financial statements- for existing and new business

## Module 4: Accounting for Partnership Firm (15 Hours)

Provisions of the Indian Partnership Act 1932- capital accounts- Fixed and Fluctuating- Change in the Profit Sharing Ratio among the existing partners – accounting for revaluation of assets and reassessment of liabilities and treatment of reserves and accumulated profits - Admission of a partner -Retirement and death of a partner- Treatment of goodwill (as per AS 26)- Selecting suitable partners

## Reference Materials:


1. Advanced Financial Accounting, R.L. Gupta & Radhaswami, Sultan Chand CO;
2. Advanced Financial Accounting, S.N. Maheswari
3. Advanced Financial Accounting, Paul & Kaur
4. Advanced Financial Accounting, B.D. Agarwal
5. Advanced Financial Accounting, S.P. Jain & K.L. Narang; Kalyani Publishers

# SEMESTER II

# INCOME TAX: ASSESSMENT & PROCEDURES

**Credits: 4** **Hours: 60**

**(Theory- 50 Hours; Practical- 10 Hours)**

**Course Objectives:**

*To make the students familiar with the assessment procedures of income tax and enable them to advise assesses regarding their income tax queries*

**Course Outcomes:**

- *Learners would be familiar about the assessment procedures, TDS and advance payment of tax and application in various situations*
- *Students would be able to file return for assesses*
- *Equip learners to act as tax return preparers*
- *Learn tax planning concepts and apply the same*

**Module 1: Assessment- Firms (8 Hours)**

Assessment and computation of tax- firms - Computation of firm's income- Determination of remuneration to working partners- Income of a partner from a firm- Computation of Book Profit, Taxable Income and Tax liability of a firm

**Module 2: Filing of Returns (20 Hours)**

Assessment procedures-return-types of return- Forms of Return of Income & categories of assesses applicable - due dates for filing returns - Filing of Return through TRP - e – filing of return – online payment of tax - PAN – TAN – TIN - Interest for default in furnishing Return of Income- defective return-types of assessment- rectification of mistakes.

Auditing the books of accounts- Filing returns of assesse subject to audit- Digital Signature

**Module 3: TDS & Refunds (15 Hours)**

Income tax authorities -deduction and collection of tax at source-advance payment of tax- Interest on short fall of advance tax -refund of tax- appeals and revision- penalties and offences-double taxation.

**Module 4: Tax Planning (17 Hours)**

Tax planning- need for tax planning - Tax planning for individuals -Tax planning for salaried assesse

**Reference Materials:**


1. Direct Taxes Law and Practice- Dr H C Mehrotra and Dr S P Goyal- Sahitya Bhawan Publications.
2. Direct Taxes Law and Practice- Singhania V K, Taxmann Publications Ltd.
3. Direct Taxes Law and Practice- Dr. Girish Ahuja ;Dr. Ravi Gupta, Bharat Law House Pvt. Ltd.
4. Direct Taxes Sri T N Manoharan- Snow White Publications.
5. Direct Taxes – Law and Practice, Bhagwathi Prasad- WishwaPrakashana.
6. Study material for IPCC on Direct Taxation by ICAI.
7. Study material on Direct Taxes by ICMAI.
8. Income Tax Act and Rules.

# SEMESTER II

# INDIRECT TAX II

**Credit: 5** **Hours: 75**

**(Theory- 65 Hours; Practical- 10 Hours)**

**Course Objective:**

*To give the students a general understanding on the working of GST in the country and provide an insight into practical aspects of GST accounting and assessment.*

**Course Outcomes:**

- *Develop the knowledge about the provisions regarding input tax credit*
- *Acquire knowledge regarding the statutory forms and reports in GST*
- *Learner shall be able to prepare of books of accounts and filing of returns under the Act.*
- *Knowledge on the procedure of assessment and powers of GST authorities*

**Module 1: Input Tax Credit (18 Hours)**

Concept of Input tax credit, Benefits of ITC, Eligibility and conditions for taking ITC-Manner of claiming credit-ITC in different situations-Apportionment of ITC - Computation-Tax credit in respect of capital goods-Recovery of excess tax credit-Availability of tax credit-Special circumstances- Computation of taxable value and GST

**Module 2: Payment of GST (12 Hours)**

Various documents under GST-Tax Invoice-Bill for supply-Credit and Debit notes-Payment and Receipt Voucher-E-way Bill-HSN Code-SAC Code-Unauthorized collection of tax-Electronic cash ledger-Electronic Credit ledger-Electronic Liability ledger-Manner of payment of tax- Tax deduction at source-Collection of tax at source-Refunds-interest-penalties and other amounts

**Module 3: Statutory Forms and Returns (20 Hours)**

Furnishing details of outward supplies-Furnishing details of inward supplies-Furnishing of returns by regular tax payers-Monthly/ quarterly return - Annual return/Final return- Defects in furnishing return-Information return-GST Returns and Forms-Registration forms-Return forms-E-way Bill forms-Composition forms-Input tax credit forms-Accounts and Records forms-GST payment forms-Due date of filing returns-Late filing of GST returns-Interest/late fees to be paid

**Module 4: Accounts, Assessment and Audit (15 Hours)**

Accounts, records and documents to be maintained-Assessment-Types of assessment and assessment procedures-self assessment-provisional assessment-scrutiny for assessment-assessment of non-filers of returns - assessment of unregistered persons-summary assessment-Audit of accounts-Audit by tax authorities-general audit-special audit-GST Audit form

**Module 5: Procedures (10 Hours)**

Power of inspection, search and seizure, Inspection of goods in movement-Determination of tax and recovery proceedings-Modes-Offences and penalties-Appeals-Appellate authorities -powers-procedure-Appeal to High Court, Supreme Court-Non appealable decisions and orders. (All the provisions in the Central GST, State GST and Integrated GST Acts and rules as amended up to date will be applicable)

**Reference Materials:**


1. Handbook on Goods and Services Tax – CA Pushpendra Sisodia, Bharat Law House
2. Indirect Taxes - H.C Mehrotra, Sahitya Bhavan Publications, New Delhi
3. Indirect Taxes - Vinod K Singania,Taxmann‘s Publications, New Delhi
4. Illustrated Guide to Goods and Service Tax- C A Rajat Mohan- Bharat Publications
5. All about GST- V S Datey- Taxmann Publications.
6. Basics of GST- Nitya Tax Associates- Taxmann Publications
7. Beginner‘s Guide to GST- Dr Vandana Bangar and Dr Yogendra Bangar
8. Bare Act CGST, Bare Act SGST, Bare Act IGST
9. Study Material of ICAI – IPCC and Final

## SEMESTER II

## FINANCIAL ACCOUNTING USING EXCEL

**Credit: 5** **Hours: 75**

**(Theory- 15 Hours; Practical- 60 Hours)**

**Course Objective:**

*To create awareness among learners about the application of M.S. Excel in the preparation and maintenance of financial accounts and statements.*

**Course Outcomes:**

- *Awareness about preparation of various financial accounts and statements using Excel.*
- *Efficient management of accounts and statements*
- *Learners can easily process and manipulate financial statements*

**Module 1: Basics of M.S. Excel (12 Hours)**

Introduction - Properties- Data entry simplified- Entering numbers with a fixed decimal point- Autofill: Filling cells with a series of data - Use of relative, absolute, and mixed references in formulae - Formatting issues- Custom number formats- Quickly copying formats- Format Painter- Basic conditional formatting- Hiding cells and cell contents- Concatenating text and values- Comments: Creating/Editing/Printing - Manipulating Dates and Times- Names: creation and uses- Data validation- Basic charting including setting up dynamic chart titles- Recalculation options- Protecting cells and worksheets

**Module 2: Basic Functions and Conditional Functions (8 Hours)**

Basic Functions-SUM() AVERAGE(), MIN(), MAX(), COUNT(), ROUND(), IF()- Conditional functions- Nested IF() statements, COUNTA(), -COUNTIF(), SUMIF(), SUMPRODUCT()

**Module 3: Inventory Management & Lookup Functions (9 Hours)**

Inventory Management- Inventory levels- Lookup techniques for Inventory Management- VLOOKUP(), HLOOKUP()- Trapping errors via ISERROR()/IFERROR() -Non-exact lookups into bands of values- The use of MATCH() and INDEX()-Data tables based on lookups - Dynamic charts (content of chart selected from list by end-user)

**Module 4: Managing Lists and Tables (5 Hours)**

Sorting- Filtering- Grouping & Subtotals- concatenate - Forms -Introduction to PivotTables & Pivot Charts

**Module 5: Manipulating Text Functions (10 Hours)**

LEN(), LEFT(), RIGHT(), MID(), FIND(), SEARCH()- Examples of splitting/combining text strings- using the above functions- using "text to columns"

**Module 6: Financial Functions (15 Hours)**

Future Value (FV) –FVSCHEDULE -Present Value (PV) -Net Present Value (NPV) –XNPV –PMT –PPMT -Internal Rate of Return (IRR) -Modified Internal Rate of Return (MIRR) -XIRR –NPER –RATE –EFFECT -NOMINAL-SLN

**Module 7: Preparation of Financial Statements (16 Hours)**

Preparation of Trial balance- Linking Tally with Excel- Preparing Balance sheet and Profit & Loss Account by linking from trial balance- Controlling links- Trace precedents and trace dependents- Watch window- Reporting

**Suggested Reading:**


1. Financial Data Analysis Using Tally and Excel-A Practical Guide- Sajimon Abraham & Sudhakaran K.V.
2. Accouning Using Excel for Success- James Reeve, Carl S. Warren, Jonathan Duchac
3. Understanding and Analyzing Balance Sheets Using Excel Worksheet- J. Ruzbeh Bodhanwala
4. Financial Analysis with Microsoft Excel- Timothy R.Mayes

# SEMESTER II

# ESSENTIALS OF BUSINESS OPERATIONS

**Credit: 3** **Hours: 45**

**(Theory- 40 Hours; Practical- 5 Hours)**

**Course Objective:**

*To familiarize students with knowledge on practical applications of varied aspects of business operations so as to have a prospective career.*

**Course Outcomes:**

- *Learners will be able to evaluate export import procedures and documentation*
- *Learners will be able to understand vouching of trading transactions and audit procedure.*
- *Learners will gain knowledge and skill regarding online banking*
- *Learners will be equipped with skill to prepare project proposals/ reports.*

**Module 1: Export & Import Procedures (15 Hours)**

Export Import Procedures and Documentation-Laws governing India's export import trade-Institutional framework for foreign trade-Role of export promotion organizations-Specimen of export documents-Preliminaries for export-classification of exports and imports-Export procedure-introduction-Registration procedure-pre-shipment procedure-shipment procedure-post shipment procedure-Introduction to customs law - procedure for shipping customs clearance.

**Module 2: Auditing Basics (10 Hours)**

Auditing – Vouching of cash transactions-trading transactions- impersonal ledger-verification of assets and liabilities-differentiate between internal check and internal audit-audit process-preparation before commencing audit- Checking Compliance of

policies- rules – regulations- accounting standards- auditing standards and procedures

**Module 3: Banking Innovations (5 Hours)**

Innovations in Banking-digital account opening- person to person payments-RTGS-NEFT- IMPS- Google Pay- SWIFT- IFSC- Online banking transactions in business-Application Programming Interface (API)-augmented reality-

**Module 4: Project Preparation (15 Hours)**

Project- Types- Life cycle- Phases- Formulation- guidelines for preparation-Specimen form of Project report- Contents/ Requirements- Preparation of model project report/ proposals

**Reference Materials:**


1. Export Import procedure and documentation-Dr.Khushpat s.Jain and Dr.A Texa V. ,Himalaya Publishing House.
2. Auditing principles and practices –V. Gurumoorthy, R.Jolly Rosalind Silva, R.Swarnalakshmi, Charulatha Publications.
3. A Handbook of Practical Auditing ,Dr.B.N.Tandon, Dr.S.Sudharsanam, Dr.Sundharabahu, S.Chand Publications
4. Banking and Finance,Arun Arora, Seema Nashier Rana MCGraw Hill India
5. Banking Law and Practice, Maheswari S.N, Kalyani Publishers, New Delhi

## SEMESTER II

## PROFESSIONAL SKILL DEVELOPMENT

**Credit: 3** **Hours: 45**

**(Theory- 35 Hours; Practical- 10 Hours)**

**Course Objectives:**

*To enable students to understand the scope of personality development and to develop core professional skills for development of self so as to partake in a successful career path*

**Course Outcomes:**

- *Confidence to face interviews and group discussions towards gainful employment*
- *Exploring sources (online/offline) of career opportunities in consideration of their own potential and aspirations*
- *Learn and demonstrate a set of practical skills required for business*
- *Practice interpersonal skills for better relations with all stakeholders*
- *Project a good personal image and social etiquette for building one's career*

**Module 1: Self-Development Skills (8 Hours)**

Self-Analysis- Self-Esteem and Self-Confidence- Thinking and Problem Solving Skills - SWOT Analysis and Goal-Setting- Healthy living

**Module 2: Personal Skills (10 Hours)**

Good manners & Etiquettes- Developing Effective Habits, Emotional & Social Intelligence- Building positive attitudes- Behavioural Skills- Stress Management- Managing emotions - Time Management

## Module 3: Interpersonal Skills (12 Hours)

Social Skills- Tact & Diplomacy- Team working, Groups& Meetings- Motivation - Understanding others- Networking - Coordination - Social Problem Solving- Negotiation Skills- Listening Skills - Conflict Management

## Module 4: Presentation & Interview Skills (15 Hours)

Seminar Presentation- Debates- Computer presentations- Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Dress Code, Mock-Interview, How to be Successful in an Interview.

## Reference Materials:


1. Kalam A. A. (2003). Ignited Minds: Unleashing the Power within India. Penguin Books India
2. Kurien V., & Salve G. (2012). I Too Had a Dream. Roli Books Private Limited
3. Fries, K. (2019). 8 Essential Qualities That Define Great Leadership. Forbes. Retrieved 2019- 02-15 from https://www.forbes.com/sites/kimberlyfries/2018/02/08/8-essentialqualities-that-define-great-leadership/#452ecc963b63.
4. How to Build Your Creative Confidence, Ted Talk by David Kelly - https://www.ted.com/talks/david_kelley_how_to_build_your_creative_confidence
5. Global Business Foundation Skills (GBFS) – Refer websites like https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs/
6. You Can Win – Shiv Khera
7. Three Basic Managerial Skills For All – Hall Of India Pvt Ltd New Delhi
8. Hurlock Elizabeth B Personality Development Tata Mcgraw Hill New Delhi
9. Personality Development and Career management: By R.M.Onkar (S Chand Publications)
10. Mcgrath Eh Basics Management Skills for All Printish Hall of India Pvt Ltd New Delhi
11. Wehtlel David A and Kin S Kemerron – Developing Managerial Skills – Pearson Education New Delhi.

# INTERNSHIP (SEMESTER I & II)

The PG Diploma in Professional Accounting and Taxation aims at imparting practical skills in the fields of accounting and taxation. Hence the programme includes Internship as an integral part of both the semesters. Internship carries 6 credits and will be undertaken for a period of 15 days, each semester.

**Objectives:**

- To provide experiential learning to students
- To impart professional skills in accounting and taxation
- To provide them opportunity to practice the concepts they learn.

**Institutions for Internship:**

Students will be given opportunities to undergo internship in Auditing firms, Office of Tax Practitioners, Business firms, NBFIs and so on as part of the MoUs entered into by the College.

**Outcomes:**

- Learners get clear cut understanding on accounting and taxation concepts
- Achieving capacity to be a professional accountant
- Acquiring ability to function as tax practitioners

**Internship Guidelines:**

1. Students have to undergo internship compulsorily to complete the semester.
2. Internship institutions are selected with the consent of the faculty concerned and Head of the Department.
3. They have to submit periodic reports to the faculty in charge.
4. There will be inspection and supervision from the part of the faculty during the internship time.
5. Students have to submit a report after completing the internship.