

**Department of Accountancy & Statistics**  
**Mohanlal Sukhadia University, Udaipur**  
 (NAAC Accredited 'A' Grade University)  
**Bachelor of Vocation (Accounting, Taxation and Auditing)**  
 (Semester Scheme, 3 years Degree Course)

**1. Eligibility of Admission:**

A candidate passing Senior Secondary Examination (10+2) from Board of Secondary Education Rajasthan or equivalent, securing at least 48 per cent marks in aggregate shall be eligible for admission to the B. Voc. (Accounting, Taxation and Auditing) on merit basis.

**2. Course of Study:**

The curriculum of Bachelor of Vocation course is a suitable mix of general education and skill development components. Out of thirty papers, 12 papers belong to general education components while 18 papers belong to skill development components.

Structure of course of study is given in the following table 1:

**Table 1: Course Content**

Semesters	Paper	Nomenclatures of Course	Credit
First		<b>General Education Papers</b>	
	101	Financial Accounting	6
	102	Fundamental of Computers	6
		<b>Skill Component Papers</b>	
	103	Practical computer (Hardware)	6
	104	Basic Practical Business Accounting	6
	105	Microsoft Office Lab -1	6
Second		<b>General Education Papers</b>	
	201	Business Statistics	6
	202	Business Communication and Soft skills	6
		<b>Skill Component Papers</b>	
	203	Business Statistics Using Excel	6
	204	Practical Business Communication and Soft skills	6
	205	Microsoft Office Lab -2	6
Third		<b>General Education Papers</b>	
	301	Income Tax-I	6
	302	Indirect Tax-1	6
		<b>Skill Component Papers</b>	
	303	Practical Income Tax	6
	304	Practical R-Vat	6
	305	Practical Documentation	6
Fourth		<b>General Education Papers</b>	
	401	Income Tax-2	6
	402	Indirect Tax-2	6
		<b>Skill Component Papers</b>	
		403	Practical Service Tax
	404	Practical Excise and Custom Duties	6
		Practical TDS and Advance Tax	6

	405		
Fifth		<b>General Education Papers</b>	
	501	Cost Accounting	6
	502	Financial Management	6
		<b>Skill Component Papers</b>	
	503	Practical Cost Accounting	6
	504	Advanced practical Business Accounting	6
	505	ERP: Materials management	6
Sixth		<b>General Education Papers</b>	
	601	Auditing	6
	602	Corporate & Management Accounting	6
		<b>Skill Component Papers</b>	
	603	Financial Management using Excel	6
	604	ERP: Sales Distribution and Accounts Procedure	6
	605	Practical Auditing	6
<b>Total Credit : Skill component =108 General education=72</b>			<b>180</b>

### 3. Credit

One credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshop/labs and tutorials.

### 4. Attendance

A candidate shall be required to attend minimum 75% of the classes held in each paper including tutorial and practical, if any. A candidate failing to satisfy the above mentioned requirement of attendance in one or more papers shall be detained from appearing at the main and internal examination.

### 5. Medium

Medium of instruction and examination shall be both Hindi and English

### 6. Levels of Awards

There are several exit points in the present course. If a candidate quits the course after successful completion of one year, he or she shall be awarded as diploma in Accounting. If a candidate quits the course after completion of two years, he or she shall be awarded as Advance Diploma in Accounting and Taxation. On successful completion of entire three years, she or she shall be awarded as Bachelor of Vocation degree in Accounting, Taxation and auditing. **This is outlined in table 2.**

**Table 2: Exit Points**

<b>Exit Points /Awards</b>	<b>Successful completion of</b>
Diploma (Accounting )	One Year
Advanced Diploma (Accounting and Taxation)	Two Years
B. Voc. (Accounting, Taxation and Auditing)	Three Years

## 7. Scheme of Examination

### General Education Papers

Each General Education Paper shall have maximum marks as 100, to be evaluated both internally and externally. Distribution of marks paper-wise shall be as follows

**External Examination Scheme-** For external examination shall have three sections.

For a question paper carrying maximum 80 marks the structure will be as follows:

The first section, SECTION- A, carrying maximum 20 marks will have 10 short answer type (not exceeding 50 words each) questions. Each question will carry 2 marks. The second section, SECTION-B, carrying maximum 40 mark will have 10 medium answer type questions (which requires answers not exceeding 250 words), two from each unit. Out of which one from each unit must be attempted. Each question will carry 8 marks. The third section, SECTION- C, carrying maximum 20 marks will have 5 questions (which requires answers not exceeding 300 words), one from each unit out of which 2 questions are to be attempted. Each question will carry 10 marks. The duration of main examination shall be three hours.

### Internal Examination Scheme:-

50% of the total internal assessment marks (i.e. 10 out of 20 marks) for each theory paper will be awarded on the basis of the performance in the descriptive type written examination of one hour duration conducted by the department of Accountancy and Statistics. There will be 3 questions each carrying 5 marks covering the entire syllabus out of which two questions must be answered. If a candidate fails to appear in the written examination of the internal assessment due to valid reasons, department may conduct defaulters examination after collecting fee of Rs. 500/.

50% of the internal assessment (i.e. 10 out of 20) for each theory paper shall be awarded on the basis of the performance in the assignments/ seminars/presentations/ oral examination/ group discussion etc.

### Skill Component Papers (Practical)

Each skill component Paper shall have maximum marks of 100 to be evaluated externally only in accounting lab. The evaluation may include written test, viva-voce and practical on computer. The duration of examination shall be three hours.

8. **Minimum passing marks:** A candidate shall be required to obtain (i) at least 25% marks in the aggregate of internal and external marks of each theory paper and (ii) each practical paper (iii) at least 36% marks of aggregate of all the papers of the semester separately.

A candidate may be promoted to the next semester if he or she has secured at least 25% marks each papers but has failed to secure 36% marks in aggregate.

## 9. Use of Calculators:-

Candidates shall be permitted to use simple battery operated 12 digit 2 memory 6 functions noiseless and cordless calculators during examination.

# Detailed Course Content

## Semester- First

### 101: Financial Accounting

#### Unit I

**Introduction of Accounting:** Meaning, Definition, Objective, Scope, and Need of Accounting; Accounting and Book – Keeping, Users of Accounting information; Branches of Accounting, Accounting Principles, Elementary knowledge of IFRS,

**Accounting Cycle:** Journal Entries, Posting in Ledger, Sub Division of Journal, Trial balance

#### Unit II

Final accounts of sole proprietors (including Manufacturing Accounts) with adjustments

**Depreciation Provision and Reserves :** Concept of depreciation; Depreciation, depletion, amortization, SLM and WDV Methods of Accounting for depreciation; Meaning, and objective of Provision and Reserve, Types of Reserve and Distinction between Provision and Reserve.

#### Unit III

**Consignment Accounts, Elementary knowledge of Insurance Claim, Final Accounts of Non Profit Organisation**

#### Unit IV

**Hire purchase system and Instalment payment system:** Meaning, Accounting Records, and Legal Provision.

**Branch Accounts:** Accounting for Dependent and Independent Branch.

#### Unit V

**Partnership Accounts:** Essential characteristics of Partnership; Partnership Deed; Final Accounts; Adjustments after closing the Accounts; Fixed and Fluctuating capital; Goodwill; Joint Life Policy; Change in Profit Sharing Ratio. Admission of a Partner; Retirement of a Partner; Death of a Partner; Dissolution of a Partnership Firm-Modes of Dissolution of a firm; Insolvency of Partners

#### Suggested Readings :

1. Agarwal A.N. : Agarwal K.N. : Higher Sciences of Accountancy : Kitabl Mahal, Allahabad.
2. Anthony, R. N. and Reece, J. S. : Accounting Principles: Richard Irwin Inc.

3. Compendium of Statement and Standards of Accounting : The Institute of Chartered Accountants of India
4. Gupta, R. L. and Radhaswamy, M: Financial Accounting; Sultan Chand and Sons, New Delhi.
5. Monga, J.R., Ahuja Girish and Sehgal Ashok : Financial Accounting, S. Chand & Sons, New Delhi.
6. Rao, N.S. and Heda, B.L. and Gupta S.L. : Financial Accounting (Hindi), Apex Publishing House, Udaipur
7. Seghal Deepak : Fundamental of Financial Accounting, Taxmann
8. Shukla, M. C., Grewal T.S., and Gupta, S.C.: Advanced Accounts; S. Chand & Co. New Delhi.
9. Tulsian, P.C. : Financial Accounting ; Pearson

## 102: Fundamental of Computers

### Unit-I

**Basic of Computer System:-** Characteristics of Computer, computer generation, Types of computer, Structure of Computer, Input Unit, Output unit ,storage unit, Central Processing Unit(CPU),Arithmetic Logic Unit(ALU),Control Unit(CU).

### Unit-II

**Number System:-** Concept and use of number system in computer , types of number system, Binary number system, decimal number system, octal number system, hexa decimal number system, Computer codes:-BCD code, EBCDIC, ASCII, Gray Code, Unicode Computer Arithmetic:- Binary arithmetic(addition, subtraction, multiplication, division), 1's complement and 2's complement method, Boolean Algebra and Logic Circuit:- Concept of Boolean algebra, postulates of Boolean algebra ,overview of Logic Gates, Logic Circuits.

### Unit-III

**Computer Memory:-** Concept and Needs of memory, types of memory Register, Cache memory, Main Memory, RAM, ROM, PROM, EPROM, EEPROM, Secondary memory, magnetic tape, magnetic disk, optical disk, virtual memory. Computer Software:- concept of software, classification of software, system software, Application software, Drivers, Language translator, Firmware.

### Unit-IV

**Concept of Operating System-** Definition and needs of Operating System, Function of operating system, Types of operation system, Example of operating system. Overview of some popular OS- MS-DOS, Windows, Macintosh, UNIX, Linux and Sun Solaris operating system.

### Unit-V

**Overview of Computer Network-** Definition and needs of computer network, Benefits, Types of computer network, LAN, MAN, WAN, Internet , Intranet , Extranet , VLAN, VPN, Wireless Network. Networking Device: HUB, Modem, Bridge, Gate way, Router, Brouter. Data Transmission Media: - Twisted pair, coaxial , fiber optics , microwave ,communication satellite. Network Topology:- Concept of topology, Types of topology- BUS, Ring, Star, Tree, Mesh, Hybrid

### Suggested Books :

1. Anurag Seetha, "Introduction to Computers and Information Technology", Ram Prasad & Sons, Bhopal.
2. S.K.Basandra,"Computers Today ", Galgotia Publications.

## **103: Practical Computer Hardware**

### **Unit I**

**Personal Computer:** Identifying main parts of computer: CPU Box, Monitor, Peripherals (Keyboard, Mouse, Speaker etc.), Motherboard, Floppy Drivers, CD-Drive, Memory Drive, Hard Disk Drive etc.

### **Unit II**

**Motherboard and Memory:** Recognizing and identifying binary cell, RAM, ROM, Cache Memory, Chipsets, Expansion Bus and different components of Motherboard

### **Unit III**

**PC Assembly:** Observation of all parts of Floppy Drive, Hard Disk Drive, CD Drive and SMPS. Identification of cables and computers

**Installation of cards and Device:** Cables Connection & Set - up

### **Unit IV**

**Printers:** Identifying the Printers, usage and types of printers.

**Professional Printers:** Difference among printers

### **Unit V**

**Software Installation:** process

## **104: Basic Practical Business Accounting**

### **UNIT 1**

Company Creation, Account Information, Creating a Group and Ledger, Managing Groups in Multiple Companies, Creating Multiple Ledgers

### **UNIT 2**

Voucher Entry, Accounting and Inventory Features, Statutory and Taxation Features

### **UNIT 3**

Voucher Types, Pre-defined Voucher Types, Creating a Voucher Type

### **UNIT 4**

Inventory Information, Stock Group, Stock Categories, Stock Items, Unit of Measurement

### **UNIT 5**

Inventory Vouchers, Predefined Inventory Vouchers, Inventory Voucher Types, Inventory Voucher Class, Bill of Material, Locations/Godowns



## 105: Microsoft Office Lab-I

### Unit-I

**MS-Office**, File Manager, Clip Board, OLE Introduction of MS-word- Features, component, creating, saving, and printing the document file, cut, copy ,paste, find , replace, Formatting the file , Insert picture and word art, header and footer, spelling and grammer checking , mail merge , macro, working with table.

### Unit-II

**MS- Excel**: - Features, component, worksheet, workbook, Insert delete row and column, formatting the cell and sheet, Working with formula , creating graph and chart, using various types of function, Filter.

### Unit-III

**MS- PowerPoint**: - Features, component and uses, creating the presentation, Inserting slide, various view of slide, slide master, slide show , creating animation and effect in slide, custom animation, slide transition.

### Unit-IV

**DTP and Multimedia software**- Concept of multimedia, elements of multimedia, overview of DTP Overview of various multimedia software - Web Browser, Flash, Photoshop, CorelDraw, and FrontPage express

### Unit-V

**Database Software**- Concept of DBMS, Attribute, table, primary key, foreign key, candidate key, super key, various constraints.

**Overview of various Database software**- MS-Accesses, Oracle, My SQL, Sybase, SQL Server. Working with MS Access:- object in MS-Access, data types , creating table , creating key , apply various constraints,

#### **Suggested Readings:**

1. MS Office XP complete BPB publication

## **Semester -Second**

### **201: Business Statistics**

#### **Unit I**

**Statistics:** Introduction, Meaning, Definition, Use in Business, Limitations, Data Collection: Primary and Secondary Data, Data collection Methods, Frequency Distribution and Tabulation of Data.

**Statistical Averages :** Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode, Partition Values, Relationship between averages.

#### **UNIT II**

**Measures of Dispersion:** Ranges, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of variation, Lorenz curve.

**Skewness:** Karl Pearson's and Bowley's Measures.

#### **UNIT III**

**Correlation Analysis :** Meaning, Uses, Types, Methods of determining Correlation Coefficient of Determination and Non- Determination, Probable and Standard Error.

**Regression Analysis:** Meaning, Uses, Types, Methods, Standard Error of Estimate.

#### **Unit IV**

**Analysis of Time Series:** Meaning, Definition, and Importance, Causes of Variations in Time Series Data; Components of a Time Series; Decomposition –Additive and Multiplicative models; Measurement of Trends, Measurement of Seasonal Variations.

**Association of Attributes:** Two attributes only

#### **Unit V**

**Index Number :** Concept, Utility, Methods of Construction -Aggregative, Price Relative & Chain Base Methods, Cost of Living Index Number, Requisites of an Ideal Index Number, Test of Adequacy, Base Shifting, Splicing & Deflating.

**Interpolation and Extrapolation: Binomial, Newton and Lagrange**

#### **Suggested Readings:**

1. Bhanawat Shurveer S., Business Statistics, R.B.D. Publication, Jaipur-New Delhi.  
(Hindi & English)
2. Gupta S. P.: Statistical Methods, Sultan Chand & Sons, N. Delhi.

3. Gupta S. C. and Gupta Indira: Business Statistics, Himalaya Publishing House, Mumbai.
4. Hoel & Jessen: Basic Statistics for Business and Economics; John Wiley and Sons, New York.
5. Hooda, R.P.: Statistics for Business and Economics; Macmillan, New Delhi.
6. Lewin and Rubin: Statistics for Management; Prentice-Hall, New Hall.
7. Nagar, K.N.: Statistics for Business and Economics; R. Chand and Sons, Delhi.
8. Sancheti, D.C. and Kapoor V. K. : Statistics (Theory, Methods and Applications), Sultan Chand and Sons Delhi
9. Ya- Lun Chou: Statistical Analysis with Business and Economic Applications Holt; Rinehart & Winster, New York

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## **202: Business Communication and Soft Skills**

### **Unit-1**

Business Communication: Meaning, Features, and process of business communication. Changing role of communication in business organization, Types of Business communication, Essentials of effective communication- 7 C's of Communications, Challenges to Business communication with suggestions to overcome barriers

### **Unit-II**

Body Language and Business Etiquette: Body Language- Postures, Gestures, Body movements and Expressions, Importance of body language in business organization, Do's and Don'ts. Body language and culture, Business Etiquette-: Mannerism at workplace, gender issues, Do's and Don'ts

### **Unit-III**

Written and Oral Communication: Written Communication- Merits and Demerits, types of written communication, Report Writing, Business letters, Writing of C.V., Oral Communication- Importance, business presentation, Points to consider for presentation.

### **Unit-IV**

Interpersonal and Group Communication: Interpersonal Communication- Meaning, Importance, Ways to improve interpersonal communication. Group Communication- Advantages, Disadvantages, Group communication at different levels in business organization, Challenges in group communication

### **Unit-V**

Skills and Social Media - Teamwork, Group Discussions, Power of Listening and speaking, Analytical and cognitive skills, Stress and Anger management, Impact of social media on business communication, points to consider for online communication

#### **Suggested Readings:**

1. Alter Pease- Body Language
2. Asha Kaul - Business Communication
3. Bovee - Business Communication
4. Business Communication- Chundawat, Kheecha & Jain
5. Lesiker Petit - Business Communication
6. MA Rizvi- Effective Technical Communication
7. Jennifer & Mike Rotondo - Presentatin Skills for Managers

## **203: Business Statistics Using Excel**

### **Unit-1**

Graphical presentation of Data: Bar charts, Pie charts, Histogram, Histogram with unequal class interval

### **Unit-2**

Measures of Central Tendency: Mean, Median, Mode, Geometric Mean, Harmonic Mean, Percentile and quartiles, average from frequency distribution, weighted average

### **Unit-3**

Measures of Dispersion

### **Unit-4**

Measures of Skewness, Time Series: Trend estimation, moving average

### **Unit-5**

Linear Correlation, Linear regression

### **Suggested Readings**

1. Albright,S.C., Winston W.L. and Zappe.C, “ Data analysis and decision making with Microsoft excel”, Dusbury Press London
2. Davis Glyn and Pecar Branko, “Business Statistics Using Excel”, Oxford University proess
3. Whigham,D , “Business Data Analysis using Excel”, Oxford University Press.

## **204: Practical Business Communication and Soft Skills**

### **Unit I**

Individual Presentation on various topics related to course contents

### **Unit II**

Group Discussion on burning topics related to social, economy, political etc.

### **Unit III**

Extempore, Debate

### **Unit IV**

Essay Writing on contemporary issues

### **Unit V**

Practicals on reading, writing and listening skills of English language

## **205: Microsoft Office Lab-2**

### **Unit-1**

**M.S. Office Tools:** Digital certificate, Language setter, Security of Documents, Setting Language for documents

### **Unit-II**

Micro soft outlook, Picture management, Management emails folders , Rules for incoming, out of office emails, archival

### **Unit-III**

**Micro soft Publisher:** Introduction, Create an advertisement, Bio data/ Resume and Invitation Card

### **Unit-IV**

**Excel Programming:** Programme Report for expenses claims, Tax Return

### **Unit-IV**

**Office on lines:** Use cloud for all office work and use cloud for all repertories

## **Semester Third**

### **301: Income Tax-1**

#### **Unit – I**

**Income Tax:** Specific Terminologies of Income Tax: Agricultural Income, residential status and Incidence of tax.

#### **Unit – II**

Computation of Income Under the Head - Salaries (Sec. 15 to Sec. 17 and relevant Sections), & Exempted Incomes (Sec.10)

#### **Unit – III**

Income from House Property (Sec. 22 to Sec. 27), Income from Business and Profession (Sec. 28 to Sec. 44)

#### **Unit- IV**

Capital Gains (Sec. 45 to Sec. 54) & Income from Other Sources (Sec. 55 to Sec. 57)

#### **Unit-V**

Wealth Tax: Chargeability, Definitions, Deemed and exempted assets, valuation of assets and computation of net wealth

Suggested Readings:

1. Agarwal, N.P., Jain, C.M. and Jain, O.P.: Income Tax (Hindi/English).
2. Ahuja Girish and Gupta Ravi : Systematic Approach to Income Tax Sahitay Bhawan Publication, Agra.
3. Income Tax Act.
4. Income Tax Rules.
5. Mehrotra, H. C.: Income Tax Law & Accounts, Sahitay Bhawan , Agra
6. Pagare Dinker : Income Tax Law and Practice, Sultan Chand & Sons, New Delhi
7. Patel & Choudhary : Income Tax (Choudhary Prakashan), (Hindi/English)
8. Singhanian, Vinod K : Student Guide to Income Tax, Tax Mann , Delhi



## 302: Indirect Tax-1

### Unit-1

**Central Excise Act 1944** : nature and Scope of Central Excise, Importance Terms and Definitions under the Central Excise Act, General Procedures of Central Excise, Clearance and Excisable Goods

### Unit-II

Concession to small scale industry under Central Excise Act, CENVAT

### Unit-III

Basic procedure regarding returns and export, Job work, Captive consumption, Administrative set ups in central excise.

### Unit-IV

**Customs Act, 1962:** Role of Customs in International Trade, Importance Terms & Definitions Under the Customs Act, 1962; Letter of credit, Kinds of duties;- basic, auxiliary additional or counter-veiling; basics of levy-*ad valorem*, specific duties, Prohibition of Export and Import of Goods and Provisions regarding notified & specified goods, Import of cargo, Import of Personal Baggage, Import of stores.

### Unit-V

Clearance Procedure- For Home Consumption, for Warehousing, for Re-export, Clearance procedure for Import by post, Prohibited Export, Canalized Exports, Exports against licensing, type of Exports, Exports of cargo, Export of Baggage, Export of Cargo by land, sea and air routes.

### Suggested Readings:

1. Central Excise Act 1944 and Rules
2. Customs Act 1962 and Rules
3. Datey V.S. :Indirect Taxes, Taxman Publication, New Delhi
4. Jain, Jain, Kaduniya: Indirect Taxes, RBD Publication, Jaipur
5. Patel, Choudhary :Indirect Taxes, Choudhary Publication, Jaipur

### **303: Practical Income Tax**

#### Unit-1

PAN no. (49A) and documentation, TAN (49B), Information required for filing income tax return, Registration procedures for different assessee, Rectification U/S 154.

#### Unit-2

Filing of return of Individual and HUF (ITR 1 and 2): salary and Income from house property

#### Unit-3

Filing of return of business entities (individuals), Assessee covered under 44AD (ITR 4S), Audit report form 3CB, 3CD, Tax return (ITR-4)

#### Unit-4

Filing of return of firms and partners, charitable trust and societies (ITR 3 and 5)

#### Unit-5

Filing of return of companies (ITR-6)

### **304: Practical R-Vat**

#### Unit-1

Online Registration Rajasthan Commercial Taxes department, composition Registration  
Registration Certificate Process

#### Unit-II

Payment of Tax-Challan through e-grass facility, Log in Procedure

#### Unit-III

Return selections and filling, Match-mismatch correction procedure

#### Unit-IV

Return submission through website, Rectification, Surrender of registration certificate

#### Unit-V

VAT Credit calculation and Accounting Treatment

## **305: Practical Documentation**

### **UNIT 1**

Sale Deed, Lease Deed, Gift Deed

### **UNIT II**

Partnership Deed, Power of Attorney, Hire purchase deed

### **UNIT III**

Audit Certificates, Directors and Auditors reports

### **UNIT IV**

AGM & EGM Agenda, Minutes of Board of Directors and Shareholder's Meeting

### **UNIT V**

Précis and Business Letter writing, Press release

## **Semester Fourth**

### **401: Income Tax-2**

#### **Unit- I**

Deemed Incomes and Set off and carry forward of Losses

#### Unit-II

Deductions under section 80 for Individuals and HUF and Rebates from Tax

#### Unit –III

Assessment of Individuals and Assessment of HUF

#### Unit- IV

Assessment of Firms

#### **Unit- V**

Deduction of Tax at source, Advance Payment of Tax

#### **Suggested Readings:**

1. Agarwal, N.P., Jain, C.M. and Jain, O.P.: Income Tax (Hindi/English). 2. Income Tax Act. 3. Income Tax Rules.
2. Ahuja Girish and Gupta Ravi : Systematic Approach to Income Tax Sahitay Bhawan Publication, Agra.
3. Income Tax Act.
4. Income Tax Rules.
5. Mehrotra, H. C.: Income Tax Law & Accounts, Sahitay Bhawan , Agra
6. Pagare Dinker : Income Tax Law and Practice, Sultan Chand & Sons, New Delhi
7. Patel & Choudhary : Income Tax (Choudhary Prakashan), (Hindi/English)
8. Singhania, Vinod K : Student Guide to Income Tax, Tax Mann , Delhi

## **402: Indirect Tax-2**

### **Unit-1**

**Central Sales Tax Act 1956:** Importance terms and Definition under the Central Sales Tax Act 1956- Dealer, Declared good, Place of Business, sale, sale price, turnover, year, appropriate authority, Nature and Scope of Central Sales Tax Act. Intra vs. Interstate sales, Outside state sales, Import and export. Determination of turnovers, principal for determination levy of Central Sales Tax.

### **Unit-II**

Registration of Dealers and Procedure thereof, Rate of Tax, Sales against declaration forms, Exemption of subsequent Sales. Penalty & Prosecutions, Settlement of disputes, Liabilities in special cases.

### **Unit-III**

**Rajasthan Value Added Tax Act 2006:** Importance Terms And Definitions under Rajasthan Value added Tax Act, Incidence of Tax, Exempted Sales, Points of Tax, Determination of taxable turnover and Computation of Tax,

### **Unit-IV**

Registration of dealers, Procedure of Assessment, Tax liability, recovery and refund, Interest, penalties and prosecution, Appeal and revisions

### **Unit-V**

**Service Tax** – Introduction, Taxable and Tax free services, registration of service tax, Point of Taxation, valuation of services, rate of tax, service tax return, Assessment.

### **Reference books:**

1. Central Sales Tax Act 1956 and Rules
2. Jain, Jain, Kaduniya, Indirect Taxes , RBD Publication, Jaipur
3. Datey V.S., Indirect Taxes , Taxmann Publication , New Delhi
4. Patel, Choudhary, Indirect Taxes, Choudhary Publication, Jaipur
5. Rajasthan Value Added Tax 2006 and Rules
6. Service Tax (Finance Act 1994 and Amendments)

## **403: Practical Service Tax**

### **Unit-1**

Online registration excise, service tax, registration Certificate Process

### **Unit-II**

Payment of Tax-Challan, Log in procedure

### **Unit-III**

Return selections and filling,

### **Unit-IV**

CENVAT credit and its Accounting Treatment

### **Unit-V**

Return Submission through website, rectification, revised return, surrender of registration certificate

## **404: Practical Excise and Customs Duties**

### **Unit - 1**

Online registration Excise, Registration Certificate process, Payment of Tax – Challan Log in Procedure

### **Unit – 2**

Returns Selection and filling, CENVAT credit, Returns submission through website

### **Unit – 3**

Rectification, Surrender of registration certificate

### **Unit – 4**

Customs Duties: Apply for Import Export code online through TR6 challan or EFT at DGFT Website, Apply to the Exchange Control Department (ECD) of RBI for the release of requisite foreign Exchange, Placing Order Directly or Indent House (Agent).

### **Unit - 5**

Letter of Credit in Favour of Suppliers by the Bank of Importer, Appointment of C & F Agents, Receipts of Documents and Bill of Entry, Clearing of goods and payment to exporter



## **405: Practical TDS and Advance Tax**

### Unit-1

Procedure and documentation

### Unit-II

TDS return filing for salary employee (24Q)

### Unit-III

TDS return other than salary (26Q)

### Unit-IV

Validation of TDS return, Upload file and submission (16 and 16A)

### Unit-V

Filing of correction returns, Import of upload files, correction and submit

Declaration forms (15G, 15H), Nil TDS return

## Semester Fifth

### 501: Cost Accounting

#### Unit I

**Cost Accounting:** Introduction: Nature and Scope of Cost Accounting; Cost Concepts and Classification; Methods and Techniques; Installation of Costing System.

**Accounting for Material:** Material Control; Concept and Techniques; Pricing of Material issues; Treatment of Material Losses.

#### Unit II

**Accounting for Labour:** Labour Cost Control Procedure; Labour turnover; Idle Time and overtime; Methods of Wage payment, Payrolls, Incentive Schemes.

**Accounting for Overheads:** Under Traditional Systems and Activity Based Costing System

#### Unit III

**Methods of Costing: Unit Costing, Job costing and Contract costing;**

#### Unit IV

**Process costing** – Including Valuation of WIP Inter-process profits and joint and by-products

#### Unit V

**Operating Costing, Cost Records** : Integral and Non-integral System; Reconciliation of cost and financial accounts.

#### Suggested Readings:

1. Arora M. N: Cost Accounting - Principles and Practice; Vikas, New Delhi.
2. Bhanawat Shurveer S., "Cost Accounting", R.B.D. Publication, Jaipur-New Delhi
3. Horngren, Charles, Foster and Datar: Cost Accounting -A Managerial Emphasis: Prentice-Hall of India, New Delhi.
4. Jain S.P. and Narang K. L : Cost Accounting; Kalyani, New Delhi.
5. Kaplan R.S. and Atkinson A. A.: Advanced Management Accounting; Prentice India International.
6. Khan, M.Y. and Jain, P.K. : Management Accounting. Tata MCGraw Hill.
7. Maheshwari, S.N. : Advanced Problems and Solutions in Cost Accounting. Sultan Chand, New Delhi.
8. Nigam, BML and Sharma : Cost Accounting
9. Rao, N.S.; Gupta, S.L. and Mundra, M.D.: Cost Accounting (Hindi) Apex Publishing House, Udaipur
10. Tulsian, P.C. : Practical Costing. Vikas, New Delhi

## Paper 502: Financial Management

### UNIT-I

**BUSINESS FINANCE:** Meaning, Nature, Scope, Objectives, Financial Goals, Profit Vs Wealth Maximization, Agency Problem, organization of finance Function.

Time value of money, Valuation of Long Term Securities and Valuation of Risk and Return

### UNIT – II

Capital Budgeting: Nature, Relevant Cash Flow, Various Evaluation Techniques, Comparison and Capital Rationing

### UNIT –III

**Cost of Capital:** Concept, Importance, Measurement of Specific Costs and Computation of Overall Cost of Capital.

**Analysis of Working Capital:** Meaning, Definitions, Concepts, Type, Components, Determinants, Analysis of Working Capital, Estimation of Working Capital requirements.

### UNIT – IV

**Financing Decision:** Operating, Financial Leverage and Combined Leverage

**Capital Structure:** Theories, Net Income Approach, Net Operating Income Approach Modigliani Approach, Traditional Approach, Designing Capital Structure, Sources of Long term Finance.

### UNIT – V

**Dividend Decision:** Introduction, Irrelevance of Dividends, relevance of Dividends Model,

**Determinates of Dividend Policy:** Introduction, Factors, Bonus Share and Stock Splits, Legal and Tax Aspects

#### Suggestion Readings :

11. Khan,M and Jain,P.K.: Basic Financial Management, Tata MCGraw Hill, New Delhi
12. Pandey I.M.: Financial Management : Vikas Publishing House, New Delhi.
13. Prasanna Chandra: Financial Management Theory and Practice: Tata MCGraw Hill, New Delhi
14. Van Home J.C.: Fundamentals of Financial Management: Prentice Hall of India, New Delhi.
15. Van Home J.C.: Financial Management and policy, Prentice Hall of India, New Delhi

## **503: Practical Cost Accounting**

### **UNIT 1**

Activating Cost Category and Cost Centre, Creating Cost Categories and Cost Centres.

### **UNIT II**

Order Processing, Purchase/Sales Order Processing, Adjusting Orders

### **UNIT III**

Bill of Materials (BOM), Creating Bill of Materials, Manufacturing Journal,

### **UNIT IV**

Price Levels, Activating Price Lists and Defining Price Levels

### **UNIT V**

Creating Jobs as Job cost centres, Creating Godowns dedicated to Jobs, Creating UOM

## **504: Advanced Practical Business Accounting**

### **UNIT 1**

Advance Accounting Features, Budgets, Interest Calculation, Cheque Printing, Multi Currency, Credit Limit, Advance Voucher Entry

### **UNIT II**

Value Added tax, Creating Masters, Entering Transactions, Accounting for Returns of Goods, Interstate Transactions, Exempt Transactions under VAT, VAT Reports, VAT for Composite Dealers, CST

### **UNIT III**

Basic Concepts of TDS/TCS, Configuring TDS/TCS, Creations of Masters, Entering Transactions, TDS/TCS Reports

### **UNIT IV**

Excise for Dealers/Manufacturers, Enabling, Creating Masters, Entering Transactions, Excise Reports,

Service Tax, Creating Masters, Entering Transactions, Service Tax Credit, Payment of Service Tax, Service Tax Reports

### **UNIT V**

Application and Management Controls, Point of Sale (PoS)

## **Paper 505: ERP: Materials management**

Unit-1

Material Master and Vendor Master

Unit-2

Source List and Purchasing Information Record

Unit-3

Purchase Requisition and Purchase Order

Unit-4

Goods Receipts and Stock Transfer

**Unit-5**

### **Issue of Goods**

- a. Goods Issue for Scrapping,
- b. Goods Issue for Return delivery to Vendor,
- c. Goods Issue for Cost Center,
- d. Goods Issue for Reservation,
- e. Goods Issue Reversal.

## Semester Sixth

### 601: Auditing

#### Unit: I

**Introduction:** Meaning and objectives of Auditing, Types of Audit, Internal Audit.  
**Audit Process:** Audit Programme, Audit and Books, Working Papers and Evidences, Consideration for commencing an audit; Routine checking and test checking.

#### Unit – II

**Internal Cheek System:** Internal Control, **Vouching, Verification of Assets & Liabilities.**

#### Unit– III

**Audit of Limited Companies:** Company Auditor – Appointment, Powers, Status, Duties & Liabilities, Divisible Profits and Dividend.

#### Unit–IV

**Auditor's Report** – Standard Report and Qualified Report, **Investigation**

#### Unit–V

**Recent Trends in Auditing:** Nature and Significance of Cost Audit, Tax Audit, Management Audit, **Audit Standards (Elementary Knowledge)**

#### Suggestion Readings:

1. Gupta, Kamal: Contemporary Auditing, Tata McGraw Hill, New Delhi.
2. Jain, Khandelwal: Auditing (Hindi), Remesh Book Depot, Jaipur.
3. Pagare, Dinkar : Principles and Practice of Auditing, Sultan Chand, New Delhi.
4. Sharma, T.R. : Auditing Principles and Problems, Sahitya Bhawan, Agra.
5. Shukla, S.M.: Auditing (Hindi)
6. Tandon, B.N. : Principles of Auditing, S.Chand & Co., New Delhi.

## Paper 602: Corporate & Management Accounting

### Unit I

Final Accounts of companies under revised Schedule VI, Divisible Profit, Issue of Bonus Share, and Managerial Remuneration.

### Unit II

Amalgamation, Absorption and External and Internal re-construction

### Unit-III

**Management Accounting:** Concept Nature, Scope, Functions, Importance, and Relation with other accounting, Tools and Techniques of Management Accounting

**Ratio Analysis:** Meaning and Definitions, Forms, Objective, Importance, Precaution, Limitations, Classification, Calculation and Interpretation of Financial Ratio.

### Unit IV

**Cash Flow Statement:** Preparation of cash Flow statement

**Standard Costing:** Calculation of Material, Labour and Overhead Variances.

### Unit V

**Marginal Costing:** Introduction, Importance, Break Even Analysis, Difference Between Marginal Costing & Absorption Costing, Marginal costing and Decision Making: Key Factor, Product mix, Export Order and Make and Buy.

**Management Information and Reporting System :** Meaning and Definition, Importance Installation of MIS, Principles and Essential of a good Reporting System, Information and Reporting, Types of Accounting reports and Limitations of Reporting.

#### Suggested Readings:

1. Bhanawat Shurveer S., "Cost Accounting", R.B.D. Publication, Jaipur-New Delhi
2. Gupta R.L. Radhaswarny M: Company Accounts; Sultan Chand and Sons, New Delhi.
3. Horngren, C., Gary L. Sundem, and William O. Stratton: Introduction to Management Accounting, Prentice Hall, Delhi.
4. Jain Nareng: Advance Accounting, Kalyani Publishers
5. Khan, M. Y. and Jain, P. K. : Management Accounting Tata McGraw Hill, New Delhi.
6. Maheshwari S.N: Corporate Accounting; Vikas Publishing House, New Delhi.
7. Monga J.R., Ahuia, Girish, and Sehgal Ashok: Financial Accounting; Mayur Paper Backs, Noida.
8. Shukla M.C. & Grewal T.S. Advance Accounts: Sultan Chand & Sons, New Delhi .  
Anthony, Robert: Management Accounting, Tarapore -Wala, Mumbai.
9. Pandey, I. M: Essentials of Management Accounting, Vikas publishing House Pvt. Ltd.



## **Paper 603: Financial Management using Excel**

### Unit-I

Basic concept of finance: Annuity, Future Value of money, uneven cash flow. Effective interest rate

### Unit-II

Individual and overall cost of capital

### Unit-III

Capital Budgeting: determinations of cash flow, different techniques

### Unit-IV

Leverage and dividend Policy

### Unit-V

Capital structure and estimation of working capital

Suggested Readings:

Ruzbeh J Bodhanwala, Taxman's Financial Management Using Excel

## **Paper 604: ERP: Sales Distribution and Accounts Procedure**

### Unit-1

Sales Distribution Module: Customer master, inquiry and quotation

### Unit-2

Sales Distribution Module: Contract, sales order, delivery and invoice

### Unit-3

Invoice Verification and Bill Passing, Debits Notes, Invoice & Debit Notes Processing in ERP and adjustment of Advances

### Unit-4

Voucher Approval Process, DBR Invoices processing, Advance Payments, Approval for Payments

### Unit-5

Booking of Import Bills, Security Deduction of Contractors, Vendor Reconciliation and Bank Guarantees

## **605: Practical Auditing**

Unit-1

Vouching

Unit-II

Physical verification of assets

Unit-III

Physical verification of liabilities

Unit-IV

Investigation

Unit-V

Draft audit report