

## 1.4 – B. ENTREPRENEURSHIP DEVELOPMENT (VOCATIONAL) 1A

Lecture per Week: 4 hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

Exam Duration: 3 Hours

OBJECTIVE:

1. Provides an understanding of the scope of an entrepreneur, key areas of development, financial assistance by the institutions

Units	Topics	Hours
I	Enterprise, Entrepreneur and Entrepreneurship- meaning, definitions, characteristics and development. Importance of Entrepreneurship. Employment, self- employment and Entrepreneurship.	10
II	Types of Enterprises and Ownership- Manufacturing, Service and Franchise-Large, medium and small-scale industries, women and rural entrepreneurs – choice of ownership form for small enterprises.	10
III	Entrepreneurship for career growth choosing a career path- Charms of being own boss-Taking initiative and personal responsibilities Becoming independent and rewards to Entrepreneur.	10
IV	Creativity and Innovation –meaning and definition – exercises on creativity and innovation Techniques and methods of developing creativity and innovation.	10
V	Problem solving meaning and definition – exercises on problem solving.	10

Note: Skill Development: Visit on SSI's established preferably by passed out students of the college. Interaction with them on problems faced by them. Writing up of report on such visits. Games on problem solving.

Suggested Reference:

1. Ziemmeser Scarlborough: Entrepreneurship Development & Small Enterprise management, PHI, New Delhi.
2. Renu Arora & S.K.Sood: Fundamentals of Entrepreneurship and Small Business
3. Shankaraiah : Entrepreneurship Development, Kalyani Publishers, New Delhi.
4. Greene: Entrepreneurship Ideas in action. Thomson Asia PTE Ltd., New Delhi
5. Dr. G. K. warshney : Fundamentals of Entrepreneurship, Sahitya Bhavan, Agra.
6. S. S. Kanka : Entrepreneurship Development, Sultan Chand & Sons, New Delhi

## 1.5 – C. TAX PROCEDURE & PRACTICE - (VOCATIONAL) P 2A

Lecture per Week: 4 hours  
100 Exam Duration: 3 Hours

Max Marks: 80 (End Sem.) + 20 (IA) =

### OBJECTIVES:

1. To gain the knowledge of basic principles underlying the income tax act
2. To gain the knowledge of provisions of income tax act related to residential status, exempted income, heads of income

Units	Topics	Hours
I	Introduction : History of Income Tax, Meaning of Income Tax, Terms used in Income Tax- Assessment years, Previous Year, Income, Assessment, Capital Assets, Agricultural Income, Fair Market Value.	10
II	Capital and Revenue Capital Receipt and Revenue Receipts, Capital Expenditure and Revenue expenditure, Capital Losses and Revenue Losses	10
III	Residential Status and Tax Liability - Residential Status of Individual only Tax liability.	10
IV	Exempted Income: Section: 10 (1), 10 (2), 10 (2A), 10 (5), 10(10), 10 (10A), 10 (10AA), 10 (11), 10 (12), 10 (13), 10 (13A), 10 (14), 10 (15), 10 (16), 10 (17).	10
V	Heads of Income: Income from House property – Income from Business and Profession - Income from Capital Gains - Income from other sources.	10

### Skill Development:

1. Filling up of PAN forms
2. Filling up of Return forms
3. Visit to Income Tax Department.

### SUGGESTED REFERENCES:

1. Dinakar Pagare : Income-Tax Law & Practice, Sultan Chand & Sons New Delhi.
2. M. B. Kadkol : Income-Tax law & Practice, Renuka Prakashan, Hubli.
3. Gour & Narang : Income-Tax law & Practice Kalyani Publishers, New Delhi.
4. H. C. Mehrotra : Income-Tax law & Practice, Sahitya Bhavan, Agra.

## 2.4– B. ENTREPRENEURSHIP DEVELOPMENT (VOCATIONAL) P 1B

Lecture per Week: 4 hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

Exam Duration: 3 Hours

### OBJECTIVES:

The purpose of this paper is to prepare a ground where the students view Entrepreneurship as a desirable and feasible career option.

Units	Topics	Hours
I	SSI Sector and its role in economic development. SSI sector and economic environment –role and contribution of SSI in domestic and international markets.	10
II	Planning for small Scale Enterprise-Meaning and importance Decisions for entrepreneurial tasks-procedures and formalities for starting SSI	10
III	Schemes and assistance of support agencies –SISIs, DIC, SFC, TOC, KVIC and Banks.	10
IV	Achievement Motivation and training –Knowing the self-importance of achievement motivation development of Nach and Achievement motivation action plan.	10
V	Preparing Preliminary Project report (PPR) Contents and importance of PPR –Preparation of PPR –Selection of feasible business opportunity expectations of Financial institutions.	10

### SKILL DEVELOPMENT:

1. Interaction with entrepreneurs on production and marketing of products preparation of PPR.
2. Survey of market and preparation to market reports.

### SUGGESTED REFERENCE:

1. Ziemmeser Scarlorough: Entrepreneurship Development & Small Enterprise management, PHI, New Delhi.
2. Renu Arora & S.K.Sood: Fundamentals of Entrepreneurship and Small Business Kalyani Publishers, New Delhi.
3. Shankaraiah : Entrepreneurship Development, Kalyani Publishers, New Delhi.
4. Greene: Entrepreneurship Ideas in action. Thomson Asia PTE Ltd., New Delhi.
5. Dr. G. K. warshney : Fundamentals of Entrepreneurship, Sahitya Bhavan, Agra.
6. S. S. Kanka : Entrepreneurship Development, Sultan Chand & Sons, New Delhi.

## 2.5– C. TAX PROCEDURE & PRACTICE (VOCATIONAL) P2B

**Lecture per Week: 4 hours**

**Max Marks: 80 (End Sem.) + 20 (IA) = 100**

**Exam Duration: 3 Hours**

### OBJECTIVES:

1. To gain the knowledge of provisions related to deductions, rebates and relief.
2. To gain ability to compute income of individual, HUF and firm.

Units	Topics	Hours
I	Rebate of Tax (For the assessment year 2005-06 according to the latest amendment)	10
II	Deductions from Gross Total Income : 80CCC, 80D, 80DD, 80DDB, 80E, 80G, 80L and 80U	10
III	Income from salary	10
IV	Assessment of Individuals	10
V	Assessment of Hindi Undivided family	10
VI	Assessment of Partnership Firm	10

### SKILL DEVELOPMENT

1. Filling up of Form No.16
2. Filling up of Form No.14
3. Visit tax Practitioners office.

### SUGGESTED REFERENCE:

1. Dinakar Pagare : Income-Tax Law & Practice, Sultan Chand & Sons New Delhi.
2. M. B. Kadkol : Income-Tax law & Practice, Renuka Prakashan, Hubli.
3. Gour & Narang : Income-Tax law & Practice Kalyani Publishers, New Delhi.
4. H. C. Mehrotra : Income-Tax law & Practice, Sahitya Bhavan, Agra

### 3.2 B. ENTREPRENEURSHIP DEVELOPMENT (VOCATIONAL) P 1C

Lecture per Week: 4 hours  
Exam Duration: 3 Hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

#### OBJECTIVES:

1. Provides an understanding of the scope of an entrepreneur, key areas of development, financial assistance by the institutions

Units	Topics	No. of Periods
I.	<b>Perceiving a business opportunity :</b> Identification and selection of business, potential opportunities at the selected area/state, environment scanning, sources of information	10
II.	<b>Assessing Project Feasibility:</b> Concept of project feasibility, criteria for assessing project feasibility, importance of project feasibility in business opportunity.	10
III.	<b>Business Environment and Related Terminology:</b> Concept of business environment, critical elements of economic environment, impact of micro and macro environment.	10
IV.	<b>Sources of Information:</b> Support institutional networking, national and state level, when to contact for what and other sources of information	10
V.	<b>General management:</b> Introduction to management, principles of management, principles of operation, key aspects of managing a small enterprise.	10

#### SKILL DEVELOPMENT

1. (04 hours) Visit to small-scale industries with a focus on how an entrepreneur selects business opportunity.
2. Interaction with entrepreneurs to know the criteria followed by them in business opportunity selection.

### 3.6 B. Goods and Services Tax (GST)(Vocational)

Lecture per Week: 4 hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

Exam Duration: 3 Hours

Objectives: 1. To equip the students with the knowledge of Goods and Service Tax.  
2. To make the B. Com students more knowledgeable in the field of GST so that they can be self employed as tax consultants / practices.

Units	Topics	Hours
I	<b>Introduction to GST</b> :Present Indirect Tax Structure, Problems of Indirect Taxes, Need for Introduction of GST, Definitions of GST, Meaning of the term GST, Commodities to be kept outside the preview of GST, Other Indirect Taxes Centinere Post GST, Dual model of GST, (Central GST (CGST) and state GST (SGST), IGST (Interstate goods and service tax), Feature of IGST.	10
II	<b>Extent and Definitions of GST:</b> Scope of GST (Section 1), Definitions (Section 2), Actionable claim, Address of Delivery, Address of Records, Adjudicating Authority, Agent, Aggregate Turnover, Agriculture, Agriculturist, Appointed day, Assessment.	10
III	<b>Exemptions from GST:</b> Meaning of exemptions, Exempted Suppliers, Out of Scope of suppliers  Unregistered business  a) Deemed business enterprises b) Government Department other public sector bodies. Categories of exemptions 1. Merit based exemptions / concessional exemptions 2. Technical exemptions Immovable properties, Financial services	10
IV	<b>Registration process in GST:</b> Meaning of registration, Types of registration, Compulsory registration, Casual dealer non – resident supplier, Registration process for new applicants, Compounding dealer, Black listing dealer, Surrender of registration, Cancellation of Registration.	10
V	<b>Supply of goods and services under GST:</b> Meaning of supply goods, Meaning of supply of services, Conditions for taxability of supply of goods and services under GST, Place of supply of goods and service rules under GST, Principles of GST, Places of supply rules for goods, (Supply of goods through electronic mode), Places of supply rules for services (Electronically supplied service).	10

#### SUGGESTED REFERENCES:

1. Goods & Service Taxes : V.S.DATEY, Taxmann.
2. Glimpse of Goods and Service Tax, Sathpal Puliana, M. A. Maniyar, Karnataka Law Journal Publications, Bangalore.
3. Goods and Service Tax by Pullani and Maniyar, published by Law Journal Bangalore.
4. www.gst.gov.in, ctax.kar.nic.in

#### **4.4 B ENTREPRESEURSHIP DEVELOPMENT (VOCATIONAL) 1D**

Lecture per Week: 4 hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

Exam Duration: 3 Hours

**Objectives:** The Purpose of this paper is to prepare a ground where the students view Entrepreneurship as a desirable and feasible career option.

<b>Units</b>	<b>Topics</b>	<b>No. of Periods</b>
I.	Installing and utilizing project capacity selecting appropriate technology & cost purchase techniques.	10
II.	Concept and steps of marketing management tools and techniques, Market survey – concept and practices assessment of demand and supply preparation of survey questionnaire.	10
III.	Working capital – Understanding working capital Cycle. Assessment of working capital requirement. Financial ratio and their importance tools and techniques for calculating financial ratios.	10
IV.	Importance of business communication – exercises on improving oral and written communication.	10
V.	Knowing entrepreneurial competency profile and how to developing entrepreneurial competencies.	10

#### **SKILL DEVELOPMENT:**

1. Preparation of questionnaire, market survey reports.

#### **SUGGESTED REFERENCE:**

1. H. Holt : Entrepreneurship PHI, New Delhi
2. Hisrich peters : Entrepreneurship TMH, New Delhi
3. C.B.Gupta : Entrepreneurship & Small Business Management, Sultan Chand & Sons, New Delhi.

### 4.6 B- Goods and Services Tax (GST)- II

Lecture per Week: 4 hours

Max Marks: 80 (End Sem) + 20 (IA) = 100

Exam Duration: 3 Hours

Objectives: 1. To equip the students with the knowledge of Goods and Service Tax.  
2. To make the B. Com students more knowledgeable in the field of GST so that they can be self employed as tax consultants / practices.

UNITS	Topics	Hours
I	<p><b>GST Rates:</b> Zero rating, Zero rating of exemptions, Exemption and lower rate of tax for certain items such as food and health care, Abatements (i.e deductions), GST structure rates.</p>	10
II	<p><b>Valuations under GST:</b> Introduction to valuation under GST, Meaning and types of consideration</p> <p>a) Consideration received through money b) Consideration not received in money c) Consideration received fully in money</p> <p>Valuation rules for supply of goods and services</p> <p>a) General valuation rules b) Special valuation rules</p> <p>Other cases for valuation of supply, Imported services, Imported goods, Valuation for discount, Transaction value meaning and conditions for transaction value, Inclusive in transaction value, Exclusive discount excluded from transaction value. Methods of valuation, Computed value method, Residual value method, Rejection of declared value. Problems on GST.</p>	
III	<p><b>Input tax credit and Tax invoice:</b> Meaning of input tax credit, Manner of taking input tax credit, Tax invoice, credit note, debit note. Problems on input tax.</p>	
IV	<p><b>Payment process in GST and returns of GST</b></p> <p><b>A) Payment process in GST</b> Features of payment process Methods of payment in GST</p> <p style="padding-left: 20px;">A) Payment by tax payers by internet banking through authorized banks B) Over counter payment through NEFT (RTGS) from any bank</p> <p><b>B) Return in GST</b> Meaning of returns Obligations for filing return Assessee required to file return in GST Types of Return</p> <p>a) GSTR -1 return for outward suppliers made by tax payer b) GSTR – 2 return for inward suppliers received by the tax payer</p>	



	c) GSTR – 3 Monthly return d) GSTR – 4 Quarterly return for computing dealer e) GSTR – 5 Return for non – resident foreign tax payer f) GSTR – 6 ISD return g) GSTR – 7 TDS return h) GSTR – 8 Annual return  Time period for filing return under GST	
V	<b>Refund under GST:</b> Meaning of refund, Excess payment of tax due to mistake, Export of goods or services under claim of rebate or refund, Refund in case of provisional assessment, Refund of pre – deposit for filing appeals, Refund during investigations where no or lesser actual liability arises. Refund due to year end or volume based discount by credit note. Time period for filing of return applications	

#### SUGGESTED REFERENCES:

1. Goods & Service Taxes : V.S.DATEY, Taxmann.
2. Glimpse of Goods and Service Tax, Sathpal Puliana, M. A. Maniyar, Karnataka Law Journal Publications, Bangalore.
3. Goods and Service Tax by Pullani and Maniyar, published by Law Journal Bangalore.
4. [www.gst.gov.in](http://www.gst.gov.in), [ctax.kar.nic.in](http://ctax.kar.nic.in)

## 5.2 Tax Procedure and Practice 2 (E)

Lecture per Week: 4 hours

Max Marks: 80 (End Sem) + 20 (IA) = 100

Exam Duration: 3 Hours

Units	Topics	Hours
I	<b>Introduction to money laundering Act 2002:</b> Meaning, key definitions-attachment, proceeds of crime, money laundering, payment system. Salient features, merits and demerits of money laundering, size reasons and steps of money laundering.	10
II	<b>Essentials of money laundering:</b> Consequences, essentials of money laundering, process of money laundering, global initiatives and Indian initiatives.	10
III	<b>Attachment, Adjudication and Confiscation :</b> Attachment of property involved in money laundering, adjudication authorities, composition, power etc. powers regarding summons production of documents and evidence etc.	10
IV	<b>Obligations of Banking Companies:</b> Financial institutions and intermediary Records to be maintained by banks financial institutions and intermediaries, powers of directions, procedure and manner of furnishing by banking company, financial institution and intermediary.	10
V	<b>Appeal Tribunal, offences and punishments:</b> Appeals to tribunal, offences and punishment of money laundering, risk of KYC to mitigate, special courts, power of central government to issue directions.	10

Suggested reference:

- 1) Money laundering Act and provision V.S.DATEY
- 2) The prevention of money laundering Act 2002(Bare Act)
- 3) [www.laws.gov.in](http://www.laws.gov.in), [www.civillawa.gov.in](http://www.civillawa.gov.in)

#### 5.4. ENTREPRENEURSHIP DEVELOPMENT (VOCATIONAL) 1E

Lecture per Week: 4 hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

Exam Duration: 3 Hours

##### OBJECTIVES:

1. The purpose of this paper is to prepare a ground where the students view Entrepreneurship as a desirable and feasible career option

Units	Topics	No. of Periods
I.	<b>Business Plan:</b> Meaning and Definition, Importance of business plan, Content of business plan, Preparation of business plan.	10
II.	<b>Financial Management:</b> Meaning and Definition, Importance of financial management, Techniques of managing finance, Management of working capital.	10
III.	<b>Books of Account :</b> Importance of Accounting assessment, different books and its relevance, support stationary and its use, Operation mechanism	10
IV.	<b>Financial Statements:</b> Importance of Accounting assessment, different books under financial accounting system, cost accounts –Ascertainment of cost, Cost Analysis and preparation of cost sheet.	10
V.	<b>Marketing Management:</b> Marketing for Small business, Methods of sales promotion, pricing policies and methods.	10

##### SKILL DEVELOPMENT:

1. Visit small-scale industries to understand problems and issues involved in launching and managing an enterprise.
2. Interaction with entrepreneurs to understand the real life situations of entrepreneurs.

## 6.2 Tax Procedure and Practice (Vocational) 2F

Lecture per Week: 4 hours

Max Marks: 80 (End Sem) + 20 (IA) = 100

Exam Duration: 3 Hours

Units	Topics	No. of Periods
I	Custom Law -1: Introduction, nature and essential features, types of customs duties, important terms, baggage, bill of entry, conveyance, customs area, foreign –going vessel on air craft goods, Indian customs waters, bill of lading invoice letter of credit, landing charges, FOB, FAS, CI & F.	10
II	Authorities under Customs Law- Appointment of customs officers, classes of Customs Officers, Powers of Customs officers.	10
III	Valuation of goods under Custom Act- Introduction, definition, methods of valuation, inclusion and exclusion in custom values – assessment duty practical problems.	10
IV	Export of Goods: Free export, restrictions for export, types of export, export of cargo, steps and documents to be prepared	10
V	Import of Goods: Free Import, restrictions on import, types of restriction, import of cargo, steps and documents to be prepared.	10

Suggested Readings:

1. Dinaka Pagare: Indirect Taxes Sultan Chand and Sons, New Delhi
2. Balachandan: Indirect taxes sultan chand and sons New Delhi

### 6.4 Entrepreneurship Development (Vocational)

Lecture per Week: 4 hours

Max Marks: 80 (End Sem) + 20 (IA) = 100

Exam Duration: 3 Hours

Units	Topics	No. of Periods
I	Export Marketing: Understanding international Business environment, Procedures and formalities for Export, Export Documents	10
II	Material Management: Concept of inventory control and importance, tools and techniques for managing the materials, material turnover ratio problems, fixation of stock level and EOQ problems, total quality management-TQM and ISO certification.	10
III	Enterprise establishment and credit disbursement facilities: Financial Support from financial institutions, procedures for application, Disbursement procedure.	10
IV	Legal Implications: Income Tax, VAT/Sales Tax and excise, Labour Laws, Factory act, Pollution control act etc.	10
V	Project report preparation- Assignment:  1. A detail project report to be prepared by the students on their own under the guidance of faculty.	10

Note: Skill Development: Interaction with dealers and DIC, SISI, KSFC, Commercial Bank Officers to collect information about starting SSI. Conduct of survey for preparation of Project report.