

MannarThirumalaiNaickerCollege(Autonomous)

Madurai- 4

PROGRAMME SPECIFIC OUTCOMES

PO1: After completing this Programme students would gain a thorough Grounding in fundamentals of Accounting and Taxation.

PO2: This Programme will provide practical exposures which would equip the student to face the modern-day challenges in commerce and business.

PO3: In advanced accounting courses beyond the introductory level, effective development will also progress to the valuing and organization levels.

PO4: Learners will involve in practical activities to demonstrate relevancy of foundational and theoretical knowledge.

MannarThirumalaiNaickerCollege(Autonomous)

Madurai- 4

I. Programme	:	B.Voc. in Accounting and Taxation
II. Sector Skill council	:	Banking ,Financial Services Insurance sector skill council
III. Selected Job roles	:	
IV. Eligibility Criteria	:	12 th Pass, No age limit, Any gender
V. Teaching Methods	:	Lecture with Charts/ models/ chalkboard/PPT/YouTube Video Presentation Role Play Demonstration Group Discussion
VI. Methods of Evaluation		
Theory	:	Objective Test, Class Test, Oral Presentation, Quiz, Assignment
Practical	:	Assessment, Case Note, Case Presentation, Survey Report, Training Industry Report, Assignment for hifi tech Instruments
Internship	:	Evaluation form, Case Study/ Project work, Viva-voce
VII. Examination Pattern :		
Internal Exam	:	Internal Test - 20 Marks
Practicals	:	Assignment - 10 Marks Seminar / Quiz / Oral Presentation 10 Marks
Total		<hr/> 40 Marks <hr/>

Summative Exam :	Multiples Choice Question	15X1=15marks
	Short Answers	3X5 =15 marks
	Essay	3X10=30 marks
	Total	<u>60 marks</u>

INTERNSHIP ASSESSMENT

(Req. Max: Formative:60 marks, Summative: 40 marks)

Formative Evaluation (Industrial Partner)

- Evaluation Form (60 marks)

Applicat ion of Knowle dge	Care for Tools& Equipm ent	Econo mic use of Materi al	Safety Conscious ness	Spe ed	Accur acy	Quality of Workman ship	Amo unt of Work	Numb er of Attem pts	Attitu de

Rating Scale: Excellent- 6; Very Good-5; Good-4; Fair-3; Satisfactory – 2;Poor-1.

Summative Evaluation (Course Teacher)

- Case Study/ Project (20marks)
- Viva (20 marks)

B.VOC. IN ACCOUNTING AND TAXATION
I - YEAR COURSE PROFILE

S. No	Sem	Category	Course Code	Course Title	No. of Hours/Week		No. of Credits		
					T	P	T	P	
1	I	Part – I	18VSWG11	Life Skills	4	-	4	-	
2		General Education	18VENG11	Communicative English	4	-	4	-	
3			18VCSG11	Fundamentals of Information Technology	4	-	4	-	
			Total			12	-	12	-
4		Part – II	18VATS11	Fundamentals of Accounting	4	2	4	2	
5		Skill component	18VATS12	Modern Banking	4	2	4	2	
6			18VATS13	Insurance	4	2	4	2	
			Total			12	6	12	6
1		II	Part – I	18VSWG21	Professional Skills	4	-	4	-
2			General Education	18VENG21	Professional English	4	-	4	-
3	18VCSG21			Programming using C	4	-	4	-	
			Total			12	-	12	-
4	Part – II Skill component		18VATS21	Financial Accounting	4	2	4	2	
5			18VATS22	Business Communication	4	2	4	2	
6			18VATS23	Internship	-	6	-	6	
			Total			8	10	8	10
			Grand Total			44	16	44	16

B.VOC. IN ACCOUNTING AND TAXATION
II YEAR COURSE PROFILE

S. No	Sem	Category	Course Code	Course Title	No. of Hours/ Week	No. of Credits
1	III	Part – I	18VSWG31	Life coping skills	3	3
2		General Education	18VENG31	General Business Communication	3	3
3			18VEVG31	Environmental Studies	2	2
4			18VATG31	Cost Accounting	4	4
			Total			12
5		Part – II Skill component	18VATS31	Special Accounting	6	6
6			18VATS32	Introduction to Income Tax	6	6
7			18VATS33	Marketing Management	6	6
		Total			Total	18
1		IV	Part – I	18VSWG41	Employability Skills	3
2	General Education		18VENG41	Written Business Communication	3	3
3			18VVLG41	Value Education	2	2
4			18VATG41	Partnership Accounting	4	4
			Total			12
5	Part – II Skill component		18VATS41	Financial Statement Analysis	6	6
6			18VATS42	Income Tax Law	6	6
7			18VATS43	Internship	6	6
			Total			18
	Grand Total				60	60

B.VOC. IN ACCOUNTING AND TAXATION
III YEAR COURSE PROFILE

S. No	Sem	Category	Course Code	Course Title	No. of Hours/Week	No. of Credits	
1	V	Part – I	18VSWG51	Career Guidance	4	4	
3		General Education	18VATG51	Company Law and Secretarial Practice	4	4	
			18VATG52	Practical Auditing	4	4	
		Total			12	12	
5		Skill component	Part – II	18VATS51	Fundamentals of Goods and Service Tax	6	6
6	18VATS52		Corporate Accounting	6	6		
7	18VATS53		Principles of Management	6	6		
	Total			18	18		
1	VI	Part – I	18VSWG61	Interview Skills	4	4	
2		General Education	18VEDG61	Entrepreneurial Development	4	4	
3			18VATG61	Goods and Service Tax and customs duty	4	4	
			Total			12	12
5		Skill component	Part – II	18VATS61	Advanced Corporate Accounting	6	6
6			18VATS62	Financial Management	6	6	
7			18VATS63	Internship	6	6	
			Total			18	18
	Grand Total				60	60	

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

Madurai – 04

Class : B.Voc. Programme

Semester : V

Course code :18VSWG51

Part I : GE

Hours : 04

Credits : 04

CAREER GUIDANCE

COURSE OUTCOMES:

On successful completion of the course the student will be able to

CO1: Know components of career guidance

CO2: Describe about factors affecting career choice

CO3: Explain the career planning

CO4: Discuss the problems of work alcoholics

CO5: Apply the stress management techniques in working environment

UNIT – I: INTRODUCTION TO CAREER GUIDANCE

Definition of Career guidance – Characteristics of Career guidance – Objectives of career guidance – Components of career guidance: Aspirants, Advisor, Authority .

UNIT – II: CAREER CHOICE

Definition – Factors affecting Career choice :Skill competency, Psychological Traits, Social influence, Career hope – Unusual Career choice :Meaning, Unusual career options , its Pros and Cons.

UNIT – III: CAREER PLANNING

Meaning of career planning – Process of career planning – Techniques in career planning :Career mapping , Scope Analysis ,Market viability – Activity related to career planning .

UNIT – IV:WORKAHOLICS

Impulse – Meaning – Stress related to Job – Work life balance –Work self balance – Emotional Thermometer – Work aversion vs craving.

UNIT– V: CAREER ADVANCEMENT

Entry level job – Upward progression – Stabilizing your career – Enriching professional and personal growth.

TEXT BOOK:

1. Alphonse Xavier S.J. *We Shall Overcome – A Text Book on Life Coping Skills*. Chennai: ICRDCE Publications, March, 2004. Print.

REFERENCE BOOK(S)

1. Nathan Robert, Linda hill, *Career counseling*, 2nd Edition, Sage publications Ltd, London, 2005, Print.
2. Shiv Khera. *You Can Win*. New Delhi: Macmillan India Ltd, 1998. Print.
3. Shiv Khera. *Living with Honour*. Macmillan India Ltd, New Delhi: 2003. Print.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04

Class	: B.Voc .(Accounting and Taxation)	Part I	: GE
Semester	: V	Hours	: 04
Course code	:18VATG51	Credits	: 04

COMPANY LAW AND SECRETARIAL PRACTICE

COURSE OUTCOMES:

On successful completion of this course, the students will be able to

CO1: Remember the basic concepts in secretarial practice

CO2: Understand about formation of the company

CO3: Apply critical thinking skills and solve auditing problems through the use of case studies.

CO4: Distinguish the various audit services and related practices

CO5: Evaluate significant auditing issues and to keep up-to-date with developments in auditing theory and practice

CO6: Prepare Design and apply an audit plan

UNIT I :INCORPORATION OF COMPANY

Stages, Promotion, Incorporation, Capital raising and obtaining Commencement of business Certificate, Documents related to the Formation of a Joint stock Company, Memorandum of Association, Articles of Association, Prospectus, Statement in lieu of prospectus (Meaning, purpose and contents of each document) - Duties of Company Secretary in the formation and Incorporation of company.

UNIT II :SHARE CAPITAL

Meaning and Kinds – Alteration of Capital – Issue of further Capital, Rights issue, Bonus issue, Private and Preferential allotment – Rules and regulations relating to the issue of capital - Role of Company Secretary in the issue of capital - Dematerialization and Re-materialization of securities - Reduction of Share capital and the procedure there for – Buyback of securities – Issue of share capital at a premium and discount – Rules relating to the same.

UNIT III:MEMBERSHIP

Meaning of the term member-Difference between a member and share holder and contributory- Rights and responsibilities of a member - Transfer and Transmission of Shares (including depository mode) – Nomination and its importance – Who can be

admitted as a member - Manner of becoming a member – Can a member be removed-
Statutory register to be maintained – Electronic mode.

UNIT IV : COMPANY MEETINGS

Provisions for convening and conducting a valid meeting. Provisions related to Notice, Agenda, Quorum, Proxy, Voting, Motions, Amendments, Resolutions and Minutes. Types of Meetings – Statutory Meeting, Annual General Meeting, Extra – Ordinary General Meeting, Meetings of Board of directors. Role of a Company secretary relating to Meetings.

UNIT V: COMPANY SECRETARY

Definition of Secretary – Importance – The Companies(Appointment and qualifications of Secretary) Rules, 1998 – Appointment and Dismissal Powers – Duties and liabilities – Statutory and contractual role of company secretary – Secretary as Coordinator and Chief Administrative Officer.

TEXT BOOK

1. Kapoor N.D. *Company Law*, Sultan Sons Publications, New Delhi, 2014.

REFERENCE

1. Srikanth.S , Shanti Rekha Rajagopal ,Revathy Blakrishnan, *Corporate Laws and Secretarial Practice*, S.P.Jain Publication.
2. Sangeet Kedia, *Advanced Company Law And Practice*, Pooja Law Publishing Company,
3. Kuchhal, M C, *Secretarial Practice*, Vikas Publishing House, New Delhi.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04

Class	: B.Voc .(Accounting and Taxation)	Part I	: GE
Semester	: V	Hours	: 04
Course code	:18VATG52	Credits	: 04

PRACTICAL AUDITING

COURSE OUTCOMES:

On successful completion of the course the student will be able to

CO1:Remember the basic concepts in auditing

CO2:Understand about importance and auditing role in the accounting field.

CO3:Apply critical thinking skills and solve auditing problems through the use of case studies.

CO4:Distinguish the various audit services and related practices.

CO5:Evaluate significant auditing issues and to keep up-to-date with developments in auditing theory and practice.

CO6:Prepare Design and apply an audit plan

UNIT – I: AUDITING

Introduction Auditing –Definitions –Objective –Classification –Advantages and limitations of Auditing –Investigation vs. Auditing - Auditing standards.

UNIT – II: AUDIT PLANNING & PROGRAMME

Audit Planning & Control Audit files –Audit programme –Audit note book –Audit working paper – Internal Control –Internal check –Internal audit –Internal audit vs. external audit

UNIT – III:ROLE OF AUDITOR

Statutory Auditor, Company Auditor –Qualities, Qualification, Disqualification, Appointment and Removal of auditors –Rights, Duties and Liabilities of auditors –Audit report –Types of Report.

UNIT – IV: VOUCHING

Vouching –objects –Importance –Vouching of cash transaction; receipts and Payments – vouching of trade transaction –Vouching of Impersonal Ledgers – Cash Sales – Payment of Wages.

UNIT– V: VERIFICATION AND VALUATION

Verification and Valuation Mode and object of verification –Verification and valuation of assets –Verification of liabilities –Auditor’s duty as regards verification and valuation of Assets and Liabilities –Audit of provisions and reserves

TEXT BOOK:

1. Tatan B.N., *Practical Audiing*, Sultan Chand & Sons New Delhi 2017.

REFERENCE BOOK(S)

1. Spicer & Pegler, *Auditing*, MacMillan Publication, New Delhi.2014.
2. Tandon B.N., *Practical Auditing*, S.Chand Publishers, New Delhi, 2010
- 3.Dinkar Pagare, *Principles & Practice of Auditing*, Sultan Chand & Sons, New Delhi, 2011.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

Madurai – 04

Class	:B.Voc .(Accounting and Taxation)	Part I	: GE
Semester	: V	Hours	: 06
Course code	:18VATS51	Credits	: 06

FUNDAMENTALS OF GOODS AND SERVICES TAX

COURSE OUTCOMES:

On successful completion of this course, the students will be able to

CO 1:Remember with basic concepts of indirect tax

CO 2:Understand the basic concepts of GST

CO 3: Recollect the provisions of GST Law & Practice

CO 4:Apply the provisions regarding Levy of and Exemption from GST

CO 5:Initiate the procedure for registration of dealers

UNIT I: INTRODUCTION TO INDIRECT TAX

Concept and types of indirect tax-Distinction between direct tax and indirect tax- Special features of indirect tax levies- Right to impose indirect taxes (by Centre and States/Union Territories) before and after 101st Amendment of Constitution.

UNIT II:BASICS OF GST

Introduction of Goods & Services Tax (GST)-Indirect taxes subsumed by GST-Meaning of GST - Advantages of GST - One Nation One Tax-Dual GST Model - Goods and Services Tax Network [GSTN] - GST Council - Important Definitions under CGST Law

UNIT III: LEVY AND COLLECTION OF TAX

Levy and Collection - Composition Levy- Exemptions - Person Liable to pay GST

UNIT IV: SUPPLY UNDER GST

Supply- Scope of supply- Composite and Mixed Supplies- Composite and Mixed Supplies- Time of supply –Place of supply- -value of supply

UNIT V: REGISTRATION UNDER GST

Introduction - Persons not liable for Registration - Compulsory Registration in Certain Cases - Procedure for Registration - Concept of Distinct Person under GST - Deemed Registration - Cancellation of registration - Revocation of Registration

TEXT BOOK:

1. Datey.V.S .,*All About GST*, Taxmann Publications,2017.

REFERENCE BOOKS:

1. Rajat Mohan.C. A., *Illustrated Guide to Goods and Service Tax*, Bharat Publications.
2. Bangar Vandana and Yogendra Bangar,Aadhya Prakashan Banagar, *Beginner's Guide to GST*.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04

Class	:B.Voc .(Accounting and Taxation)	Part II	:Skill
Semester	: V	Hours	: 06
Course code	:18VATS52	Credits	: 06

CORPORATE ACCOUNTING

COURSE OUTCOMES:

On successful completion of this course, the learners should able to

CO1:Demonstrate a thorough knowledge of companies act 2013 and the ability to apply them to solve practical problems related to company form of organization

CO2: Interpret the company final accounts

CO3: Calculate the goodwill and shares of Companies to acquire a business.

CO4: Evaluate an idea about internal reconstruction

CO5: Prepare the financial statements of Joint Stock Companies

UNIT-I: ISSUE OF SHARES AND DEBENTURES

Issue of Shares and Debentures – Issue of shares at par, discount, at premium – Under and over subscription – Pro-rata allotment – Forfeiture of shares – Re-issue of forfeited shares –Bonus shares and Right shares.

UNIT-II: REDEMPTION OF PREFERENCE SHARES AND DEBENTURES

Redemption of preference shares - Redemption of debentures – Profit prior to incorporation - Treatment of profit or loss prior to incorporation.

UNIT-III:FINANCIAL STATEMENTS

Objectives of Financial Statements –Preparation and Presentation of Financial Statements of Joint Stock Companies; Form and Contents of Profit & Loss Account and Profit & Loss Appropriation Account-Calculation of Managerial Remuneration - Form of Balance Sheet – Report to be attached-Preparation of Cash Flow Statement (AS-3).

UNIT-IV: VALUATION OF GOODWILL AND SHARES

Valuation of Goodwill – Simple profit method – Super profit method – Valuation of Shares – Net Asset method - Yield method.

UNIT-V :WINDING UP OF COMPANIES

Winding up of Companies – Liquidator Remuneration – Liquidator Final Statement of Account.

80% of marks must be allotted to problem solving questions.

20% of marks must be allotted to Theory questions.

TEXT BOOK:

1. Reddy. T.S. and A.Murthy, *Corporate Accounting*, Margham Publications, Chennai.

REFERENCE BOOKS:

1. Jain.S.P.and K.L. Narang,*Advanced Accountancy -II*, Kalyani Publishers, New Delhi, 2014.
2. Gupta R.L.and M.Radaswamy, *Corporate Accounting*, Sultan Chand Publisher,2018.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04

Class	:B.Voc .(Accounting and Taxation)	Part II	:Skill
Semester	: V	Hours	: 06
Course code	:18VATS53	Credits	: 06

PRINCIPLES OF MANAGEMENT

COURSE OUTCOMES:

On successful completion of this course, the students will be able to

- CO1:** Remember the various management concepts
- CO2:** Understand the functions and responsibilities of managers.
- CO3:** Apply tools and techniques in the performance of the managerial job.
- CO4:** Analyze and understand the environment of the organization.
- CO5:** Evaluate the influence of historical forces on the current practice of management.
- CO6:** Create cognizance of the importance of management principles.

UNIT –I: INTRODUCTION TO MANAGEMENT

Introduction-concept, nature, process and significance of management- managerial roles and skills- contributions made by Taylor, Henry fayol, Elton mayo

UNIT –II: PLANNING

Planning: Nature-Importance-Forms-Types-Steps in Planning-Objectives-Policies-Procedures and Methods-Nature and Types of Policies-Decision-making-Process of Decision-making-Types- MBO.

UNIT-III: ORGANIZING

Organizing: Types of Organisations- (Line and staff, Committees, projects, matrix)Informal Organisation, Organisation Structure-Span of Control -delegation-Departmentation-Authority-Uses of authority- Diff between Authority and Power, Responsibility- Decentralisation– Distinguish between Centralisation and Decentralisation.

UNIT -IV: STAFFING AND LEADERSHIP

Staffing- meaning and functions. Directing- nature, purpose and Scope. Leadership- Traits and types

UNIT -V: CO-ORDINATION AND CONTROLLING

Co-ordination-Need, Type and Techniques –Distinguish between Co-ordination and Co-operation- Requisites for excellent Co-ordination-Controlling-Meaning and Importance - Control Process – Techniques.

TEXT BOOK:

1. Prasad L.M., *Principles and Practice of Management*, Sultan Chand and Sons.

REFERENCE BOOKS :

1. Manmohan Prasad (2012): *Management –Concepts and Practices*, Himalayan Publishing House, Pvt. Ltd., New Delhi .
2. Gupta R N (2011): *Principles of Management*, Chand S., New Delhi .
3. Charles W L Hill, Steven McShane, *Principles of Management*, McGraw –Hill .
4. Harold Koontz and Cyril O'Donnell (2010) *Principles of Management, An Analysis of managerial Functions*, McGraw Hill Book Company, New Delhi.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

Madurai – 04

Class : B.Voc. Programme

Part I : GE

Semester : VI

Hours : 04

Course code :18VSWG61

Credits : 04

INTERVIEW SKILLS

COURSE OUTCOMES:

On successful completion of the course the student will be able to

CO1:Explain the components of curriculum vitae

CO2:Prepare for the interview questions

CO3:Anticipate interview questions according to job requirement

CO4:Practice interview skills either as an observer, an interviewer, or an interviewee.

CO5:Use mock situations to develop awareness on interviewing techniques to prepare for future interviews.

COURSE OUTLINE:

UNIT - I: JOB APPLICATION

Parts of application– Components of curriculum vitae – Quality of application –

E. Mailing etiquettes – Enclosures – Cover letter.

UNIT- II: AVENUES FOR JOB OPPORTUNITIES

Employment exchange – Employment news – Private Consultancy – E. Avenues:

Application, Websites, Social media – Job fair.

UNIT -III: PREPARATION FOR THE INTERVIEW

Types of interview: Formal, Informal –Prepare for the Interview Questions:Traditional

Questions,Situational Questions,Behavior-Based Questions– Preparation for days ahead–

On the day preparation –Frequently asked question – Resume based questions and

Angling

UNIT- IV : GROUP DISCUSSION

Definition – Principles of group discussion – Types of group discussion – Skills needed

for Group Discussion: Subject knowledge and general awareness, Oral Communication

Skills, Listening Skills, Clarity of thought and expression– Dos and Don'ts in Group

Discussion – Roles in a Structured Group Discussion –Expectations of the Panel.

UNIT - V: INTERVIEW SKILLS

Three Golden Rules: Know the organization, Know yourself and resume, Know the job–
Structure Of The Interview: First Stage - Opening, Second Stage - Information Exchange,
Third Stage - Conclusion, Activity : Mock Interview – Para linguistic skills–Etiquettes
and grooming.

TEXT BOOK:

1. Alphonse Xavier S.J. *We Shall Overcome – A Text Book on Life Coping Skills*. Chennai: MCRDCE Publications, March, 2004. Print.

REFERENCE BOOK(S):

1. Bender Peter Urs, Robert A. Tracz, *Secrets of Face to Face Communication*. New Delhi: Macmillan India Limited, 2005. Print.
2. Shiv Khera, *You Can Win*. New Delhi: Macmillan India Ltd, 1998. Print.
3. Shiv Khera, *Living with Honour*. New Delhi: Macmillan India Ltd, 2003. Print.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04

Class	: B.Voc .(Accounting and Taxation)	Part I	: GE
Semester	: VI	Hours	: 04
Course code	:18VEDG61	Credits	: 04

ENTERPRENEURIAL DEVELOPMENT

COURSE OUTCOMES:

On successful completion of the course the student will be able to

CO1: Remember the basic concepts in EDP

CO2: Understand about MSME, EDI and other training institutes in Entrepreneurship

CO3: Apply tools and techniques in the project formulation.

CO4: Analyze the Entrepreneurship Development Programs

CO5: Evaluate the with EDP Agencies

CO6: Become an entrepreneur.

UNIT – I: INTRODUCTION

Entrepreneurship – Meaning – Definition – Types – Entrepreneur – Definition – Entrepreneur and Entrepreneurship – Characteristics - Types – Functions – Factors Influencing Entrepreneurship – Role of Entrepreneur in Economic Development – Factor Affecting Entrepreneurial Growth – Development of Women Entrepreneur and Rural Entrepreneurs.

UNIT – II: ENTREPRENEURIAL DEVELOPMENT PROGRAMME

Entrepreneurial Development Programmes (EDP's) – their Relevance and Achievement – Phases Of EDP – Course Content EDP – Role of Government in Organizing EDP's – Critical Evaluation- Women Entrepreneur- Problems – Remedial Measures.

UNIT – III: PROJECT FORMULATION

Project Formulation – Importance of Project formulation - Project Identification – Process of Project identification - Evaluation – Feasibility Analysis – Project Report.

UNIT – IV: EDP AGENCIES

Entrepreneurial Development Agencies – Commercial Banks – District Industries Centers (DIC's) – National Small Industries Corporation (NSIC) – Small Industries Development Organization (SIDO) – Small Industries Service Institute (SISI) – All India

Financial Institution – IDBI, IFCI, ICICI, IRDBI.

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UNIT– V: ENTERPRENEURIAL GROWTH

Economic Development and Entrepreneurial Growth – MSME – Definition – Importance– Role in Economic Growth – Incentives and Subsidies of Government to MSME – Networking –Niche Play – Geographic Concentration – Franchising and Dealership.

TEXT BOOK:

1. Murthy C.S.V., “*Entrepreneurial Development*”, Himalaya publishing house, 2015.

REFERENCE BOOK(S)

1. Khanka S.S., “*Entrepreneurial Development*”, S. Chand & Company (pvt).Ltd, 2014.

2. Sami Uddin, “*Entrepreneurial development in India*”, Mittal Publications, First Edition, 1989.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04

Class	: B.Voc .(Accounting and Taxation)	Part I	: GE
Semester	: VI	Hours	: 04
Course code	:18VATG61	Credits	: 04

GOODS AND SERVICE TAX AND CUSTOMS DUTY

COURSE OUTCOMES:

On successful completion of this course, the students will be able to

CO1:Understand the claim Input Tax Credit under GST

.CO2:Compute the assessable value of transactions related to goods and services for levy and determination of duty liability

CO3: Identify and analyze the procedural aspects under different applicable statutes related to indirect taxation

CO4:Fill and file the various returns for dealers under GST

CO5: Make the payment of GST, claim refund of GST and maintain accounts under GST.

UNIT I : INPUT TAX CREDIT

Cascading Effect of Taxation– Benefits of Input Tax Credit–Manner of claiming input tax credit in different situations –Computation – Input service distribution –Recovery of credit –Reversal of credit – Utilization of Input tax credit – Cases in which input tax credit is not available

UNIT II : PAYMENT OF GST

Computation of Tax Liability and Payment of Tax – Interest on Delayed Payment of Tax–Tax Invoice – Unauthorized Collection of Tax – Credit Notes – Debit Notes – Electronic Cash Ledger –Electronic Credit Ledger – Electronic liability ledger –Manner of payment of tax–Tax Deduction at Source – Collection of Tax at Source – Refunds.

UNIT III: REVERSE CHARGE MECHANISM

Meaning of Reverse charge mechanism– Compulsory Registration for Persons subject To Reverse Charge–Time of Supply of Goods and Services under Reverse Charge Mechanism–Input Tax Credit under Reverse Charge Mechanism– Provisions with Regards to Supplies under Reverse Charge Mechanism– Self Invoicing under Reverse Charge Mechanism

UNIT IV: RETURNS AND MATCHING CONCEPT UNDER GST

Furnishing of Returns – First Return– Revision of Returns– Penalty/Late Fee– Highlights of Proposed New Returns–Matching, Reversal and Reclaim of Input Tax Credit– Matching, Reversal and Reclaim of Reduction in Output Tax Liability

UNIT V: CUSTOMS DUTY

Export and Import procedure: Meaning and Types–Features and Sources–Applicability, Chargeability of Customs Duty– Exceptions for Levy of customs Duty– Taxable event– Valuation of imported and exported goods for levy of customs duty– Computation of Customs Duty payable.(GST valuation / procedure is considered for computation).

Note : 100% theory

TEXT BOOK

1. *Indirect taxation study notes* Published by The Institute of Cost Accountants of India Revised Edition: February, 2019

REFERENCES

1. Rajat Mohan .C .A., *Illustrated Guide to Goods and Service Tax*, Bharat Publications
2. Datey .V. S., *All about GST*, Taxmann Publications,2017.

**MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04**

Class	:B.Voc .(Accounting and Taxation)	Part II	:GE
Semester	: VI	Hours	: 06
Course code	:18VATS61	Credits	: 06

ADVANCED CORPORATE ACCOUNTING

COURSE OUTCOMES:

On successful completion of this course, the students will be able

- CO1** : Remember the concepts of special type of account such as banking, insurance and holding companies.
- CO2** : Understand about amalgamation, absorption and external reconstruction
- CO3** : Apply the provisions in preparation of special type of accounts.
- CO4** : Analyze the provisions related to Amalgamation, Absorption and External reconstruction of Companies
- CO5** : Evaluate the capital profit and revenue profit and develop the knowledge of holding companies accounts

UNIT- I :AMALGAMATION, ABSORPTION ANDEXTERNAL RECONSTRUCTION OF COMPANIES

Amalgamation – Absorption and External Reconstruction of a Company – Purchase Consideration – Methods of Accounting – Accounts for closing the books of the Vendor Company – journal entries in the books of the purchasing company.

UNIT- II :ACCOUNTS OF BANKING COMPANIES

Final Accounts of Banking Company – Preparation of Schedules (Forms B and A in Third Schedule) as per the revised guidelines - Preparation of Profit and Loss Account – Balance Sheet.

UNIT - III: ACCOUNTS OF INSURANCE COMPANIES

Final Accounts of Insurance Company – Preparation of Final Accounts of Life Insuranceand General Insurance – Revenue Account – Profit and Loss Account and Balance sheet.

UNIT- IV:HOLDING COMPANY ACCOUNTS

Holding Company- Subsidiary Company – capital Profit – Revenue Profits –Minority Interest – Cost of Control – Mutual Owings – Preparation of Balance sheet – consolidated

UNIT- V : DOUBLE ACCOUNT SYSTEM

Double Account System including Accounts of Electricity Companies: Meaning – Special features – Difference between single account system and Double account system – Preparation of Revenue account, Net Revenue account, Capital account and General Balance Sheet.

TEXT BOOK:

1. Reddy T.S. and A.Murthy, *Corporate Accounting*, Margham Publications, Chennai 2018.

REFERENCE BOOKS:

1. Jain S.P. and Narang K.L., *Advanced Accountancy-II*, Kalyani Publishers, New Delhi 2014.
2. Gupta R.L. and M.Radaswamy, *Corporate Accounting*, Sultan Publisher, Kolkatta 2013.

**MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
Madurai – 04**

Class	:B.Voc .(Accounting and Taxation)	Part II	: SKILL
Semester	: VI	Hours	: 06
Course code	:18VATS62	Credits	: 06

FINANCIAL MANAGEMENT

COURSE OUTCOMES:

On successful completion of this course, the students will be able

CO1: Understand the cost of capital in wide aspects

CO2: Interpret capital budgeting proposals.

CO3: Analyze dividend policies and various dividend models

CO4: Create good capital structure

CO5: Judge the working capital requirement

UNIT-I: INTRODUCTION TO FINANCIAL MANAGEMENT

Meaning, objectives and importance of finance – Sources of finance – Functions of
Financial management –Role of financial manager in financial management.

UNIT-II :COST OF CAPITALANDCAPITAL STRUCTURE

Cost of capital – Cost of equity – Cost of preference capital – Cost of debt – Cost retained
earnings – Weighted average (or) composite Cost of capital(WACC) - Capital structures
planning – Factors affecting capital structures – Determining Debt andequity proportion –
Theories of capital structures — Leverages – Types of Leverages.

Unit –III :CAPITAL BUDGETING

Capital budgeting – Meaning – Nature – Need – Importance – Capital budgeting process
– Kinds of capital investment proposals – Factors affecting capital investment decisions-
capital budgeting appraisal methods.

UNIT-IV: WORKING CAPITAL

Working capital – Components of working capital – Working Capital Operating Cycle –
Factors influencing working capital – Determining (or) forecasting of working capital
requirements.

UNIT-V: DIVIDEND POLICIES

Dividend policies – Factors affecting dividend payment – Company law provisions on

Dividend payment – Various Dividend models (Walter's Gordon's – M.M. Hypothesis)

60% of marks must be allotted to problem solving questions.

40% of marks must be allotted to Theory questions.

TEXT BOOK:

1. Maheswari S.N., *Financial Management*, Sultan Chand and Sons, New Delhi 2013.

REFERENCE BOOKS:

1. Reddy T.S. and Hari Prasad Reddy, *Cost Accounting*, Margham Publications, Chennai, 2013.
2. A.Murthy, *Financial Management*, Margham Publication, Chennai, 2018.

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INTERNSHIP

INTERNSHIP ASSESSMENT

(Req. Max: Formative:60 marks, Summative: 40 marks)

Formative Evaluation (Industrial Partner)

- Evaluation Form (60 marks)

Applicat ion of Knowle dge	Care for Tools& Equipm ent	Econo mic use of Materi al	Safety Conscious ness	Spe ed	Accur acy	Quality of Workman ship	Amo unt of Work	Numb er of Attem pts	Attitu de

Rating Scale: Excellent- 6; Very Good- 5; Good- 4; Fair- 3; Satisfactory -2;Poor.1.

Summative Evaluation (Course Teacher)

- Case Study/ Project (20 marks)
- Viva (20 marks)