

**Department of Accountancy & Business Statistics**  
**Master of Vocation (Accounting, Taxation and Auditing) Programme**  
**COURSE CURRICULUM**  
**(Semester Scheme, 2 Years Degree Course)**  
**With Effective from Session 2020-2021**

**1. Eligibility of Admission:**

A candidate passing Bachelor degree in Commerce or equivalent, securing at least 48 per cent marks in aggregate shall be eligible for admission to the Master of Vocation (Accounting, Taxation and Auditing). Admission will be made on the basis of university rules.

**2. Course of Study:**

**Master of Vocation (Accounting, Taxation and Auditing)** course will be of four- semesters duration to be conducted in two years. The curriculum of this course is a suitable mix of general education and skill development components. Out of 120 credits 40 credits belong to general education components while 80 credits belong to skill development components.

**Detailed** Structure of course of study is given in the following table1:

**Table 1: Detailed Course of Study**

Semesters	Course Code	Nomenclatures of Course	Type of Course	Credit	Mode of Examination & Maximum Marks	
First	MVOC/101 MVOC/102	<b>General Education Papers</b>				
		Advanced Accounting	<b>Core</b>	5	Theory	
		Goods and Services Tax	<b>Core</b>	5	Internal 20 External 80	
	MVOC/103 MVOC/104 MVOC/105 MVOC/106	<b>Skill Component Papers</b>				
		Advanced MS Excel	<b>Core</b>	5	External	
		Advanced practical Business Accounting	<b>Core</b>	5	Practical	
Practical Stock Exchange Transaction		<b>Core</b>	5	100 each paper		
	Practical Financial Statement Analysis	<b>Core</b>	5			
Second	MVOC/201 MVOC/202A	<b>General Education Papers</b>				
		Income Tax	<b>Core</b>	5	Theory	
		Business Analytics	<b>Elective</b>	5	Internal 20 External 80	
	MVOC/202B MVOC/203	Advanced Financial Management	<b>Elective</b>			
		Contemporary Auditing	<b>Core</b>	5		
	MVOC/204 MVOC/205A MVOC/205B MVOC/206	<b>Skill Component Papers</b>				
Practical Goods and Services Tax		<b>Core</b>	5	External		
Business Analytics Using SPSS		<b>Elective</b>	5	Practical		
		<b>OR</b>			100 each paper	
	Practical Financial Management using EXCEL	<b>Elective</b>	5			
	Practical ROC Forms and Return Filing	<b>Core</b>				

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Third	MVOC/301 MVOC/302 MVOC/303	<b>General Education Papers</b> Advanced Cost Accounting Accounting Standards Tax Planning & Management	<b>Core</b> <b>Core</b> Core	5 5 5	Theory Internal 20 External 80
	MVOC/304 MVOC/305 MVOC/306 MVOC/307	<b>Skill Component Papers</b> Practical SAP Accounting Practical TDS and Advance Tax Practical Income Tax Practical Auditing	<b>Core</b> <b>Core</b> <b>Core</b> <b>Core</b>	5 5 5 5	External Practical 100 each paper
Fourth	MVOC/401 A  MVOC/401 B	<b>Skill Component</b> Industrial Internship OR In-house Project	<b>Core</b>	25	External 300
<b>Total Credit: Skill Component = 80, General education =40,</b>				<b>120</b>	

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Note: All skill component practical papers shall be taught on computer by using related software and semester end examination shall also conduct on computers only.

**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 internal and semester end examination.

**5. Medium**

Medium of instruction and examination shall be both Hindi and English

**6. Levels of Awards**

There are two 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. On successful completion of entire two years, he or she shall be awarded as Master 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>	<b>Credit</b>
Certificate (Accounting)	6 months	30
Diploma (Accounting, Taxation and Auditing)	One Year	60
M. Voc. (Accounting, Taxation and Auditing) degree	Two Years	120

**7. Scheme of Examination**

- 1. 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
- 2. 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 5 questions, 2 questions are to be attempted. Each question will carry 10 marks. The duration of main examination shall be three hours.

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**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 Business Statistics. There will be 3 questions each carrying 5 marks covering at least 75% 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 one more internal examination for defaulters after collecting fee of ₹500 per paper. A student who wants to improvement can appear after deposing fee of ₹500 per paper. 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.

**a. 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 examination, viva-voce and practical on computer. The duration of examinations shall be three hours.

3. **Minimum passing marks:** A candidate shall be required to obtain at least 25% marks in the aggregate of internal and external marks of each theory paper as well as each practical paper and at least 36% marks of aggregate of all the papers of the semester. A candidate may be promoted to the next semester if he or she has secured at least 25% marks each paper but has failed to secure 36% marks in aggregate.
4. **Fees Structure :**  
M.Voc.(ATA) programme shall be run on the basis of self financing scheme. There will be 40 seats consisting 30 normal seats and 10 payment seats. The fee for normal seats will be ₹20000 per annum and for payment seats ₹ 40000 per annum.

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**FIRST SEMSTER**

**MVOC/101 – Advanced Accounting**

**Unit – I**

Amalgamation of companies (Advanced) including intercompany balances with reference to AS-14, Internal Reconstruction including preparation and implementation of reconstruction scheme

**Unit – II**

Liquidation of companies: Consequences, List „B“ contributories, preferential creditors, liquidators and receivers final statements and preparation of statement of affairs and List „H“.

**Unit – III**

Accounts of Holding Companies: Preparation of consolidated P&L a/c and Balance Sheet including intercompany and chain holdings

**Unit – IV**

Accounts of Banking Companies: Provisions, Financial Statement, classification of assets, provisioning norms, income recognition.

**Unit – V**

Accounts of Insurance Companies: Financial Statement of Life Insurance Business and General Insurance Business

**Suggested Readings:**

1. Gupta, R.L. and Radhaswami, M.: Advanced Accounts Vol. II (English & Hindi).
2. Khandelwal, M.C.: Higher Accounting (English & Hindi).
3. Maheshwari, S.N.: Advanced Accountancy Vol. II
4. Sehgal Ashok and Sehgal Deepak: Advance Accounting Vol. II
5. Shukla, M.C., Grewal, T.S. and Gupta S.C.: Advanced Accounts Vol. II (English & Hindi)

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**FIRST SEMSTER**

**MVOC/102 – Goods and Services Tax**

**Unit –I**

CGST/SGST - Important terms and definitions under Central Goods and Service Tax Act, 2017 and State Goods and Service Tax Act, 2017, Basic of GST, Meaning and scope of supply, Levy and collection of tax.

**Unit – II**

CGST/ SGST - Time and Value of Supply of goods and / or services, Input Tax Credit, For normal dealer as well as composition dealer, S Transitional Provisions, Registration under CGST/SGSCT Act, Filing of Returns and Assessment, Payment of Tax including Payment of tax on reverse charge basis, Refund under the Act.

**Unit – III**

CGST/SGST - Maintenance of Accounts and Records, Composition scheme, Job work and its procedure, Various Exemptions under GST, Demand and recovery under GST, Miscellaneous provisions under GST.

**Unit – IV**

CGST Act, 2017: Payment of Tax, Refund, Assessment, Audit, Administration, Inspection, Demand and Recovery

**Unit – V**

Goods and Service Tax (Compensation to states), GST determination of value of supply Rules, 2017, GST Input Tax credit Rules, 2017

Suggested readings:

1. Commercial GST, Commercial law publisher (India) Pvt Ltd, NewDelhi.
2. Rastogi, Abhishek: Professionals guide to GST Ideation to reality(2017)
3. Mohan, Rajat: Illustrated guide to GST(2017)
4. Datey V.S.: GST Ready Reckoner, Taxman Publication, NewDelhi

**NOTE: - Amendments in relevant Tax Laws made upto 30<sup>th</sup> June immediately preceding the Academic year shall be applicable.**

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**FIRST SEMSTER**  
**MVOC/103-ADVANCED MS EXCEL**

**UNIT I**

Working with basic function: SUM(), MIN(), MAX(), AVERAGE(), COUNT(), AUTOSUM Command. Working with an Excel List: DSUM(), DAVERAGE(), DCOUNT(), SUBTOTAL(). Working with Excel's Lookup: LOOKUP (), VLOOKUP (), HLOOKUP(), INDEX (), MATCH(), INDEX() and MATCH() Function Combined, Creating a Dynamic HLOOKUP() with the MATCH().

**UNIT II**

Excel Data Validation, Understanding the need for Excel Data Validation, Creating an Excel Data Validation List, Excel Decimal Data Validation.

Importing and Exporting Data into Excel: From Text Files, From Microsoft Access, From a Text Files into Excel, From a Database into a Excel, Export Data to a TextFile.

**UNIT III**

Automating Repetitive Tasks in Excel with Macros: Understanding Excel Macros, Activating the Developer Tab in Excel, Creating a Macro with the Macro Recorder, Editing a Macro with VBA, Creating Buttons to Run Macros.

Auditing an Excel Worksheet: Tracing Precedents in Excel Formulas, Tracing Dependents in Excel Formulas, Working with the Watch Window, Showing Formulas.

**UNIT IV**

Working with Large Sets of Excel Data: Using the Freeze Panes Tool, Grouping Data (Columns and / or Rows), Print options for Large Sets of Data, Consolidating Data from Multiple Worksheets.

**UNIT V**

Excel Pivot Tables: Understanding Excel Pivot Tables, Creating, Modifying Excel Pivot Tables, Grouping Pivot Tables Data, Formatting Pivot Table Data, Drilling Down into Pivot Table Data, Creating Pivot Charts, Filtering Pivot TableData, Working with Goal Seek, Solver Tool, Building Effective Data Tables in Excel, Creating Scenarios in Excel.

**Suggested Readings**

Albright, S.C., Winston, W.L. and Zappe. C, "Data analysis and decision making with Microsoft excel", Dusbury Press London

Davis Glyn and PecarBranko, "Business Statistics Using Excel", Oxford University pressWhigham, D, "Business Data Analysis using Excel", Oxford University Press

**Note - Examination of this paper shall comprise only computer based practical of three hours duration.**

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**FIRST SEMSTER**

**MVOC/104- Advanced Practical Business Accounting**

**Unit – I**

GST Accounting (Advanced) including Accounting for Composition Dealers, Manufacturer, Exporter, Composition dealer, Service provider, Input Service Distributor, E Commerce operator, Reverse charge mechanism

Export Units, Reverse Charge Mechanism, Credit Reversal etc.

**Unit – II**

Preparation of GST returns using Tally for Different types of dealers, E-Way bill generation using Tally.

**Unit – III**

Accounting with TDS/TCS, Configuring TDS/TCS in Tally, Creations of Masters, Entering Transactions,  
TDS/TCS Reports, Returns using Tally.

**Unit – IV**

Preparation of Bank Reconciliation statement (BRS), cheque printing through Tally, Data import and export features. Preparation of Memorandum vouchers, Use of multi mailing option, Using co. logo on documents feature

**Unit – V**

Application and Management Controls, Point of Sale (PoS), Multi account & Voucher printing, Advance Accounting Features, Preparation of Budgets, Interest Calculation, Multi Currency features, Setting Credit Limits.

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**FIRST SEMSTER**

**MVOC/105: Practical Stock Exchange Transaction**

**Unit-I**

Function of stock exchange, Procedures for Dealing at Stock Exchange, Rules and regulation of stock exchange ,opening of Demat Account , basics of financial market , IPO , Primary market vs Secondary market, Stock exchange dealing.

**Unit-II**

Introduction to Derivatives-Practical understanding using various websites, e-books, supplementary study materials , web & mobile applications , Options Writing Vs Option Buying, Option Strategies, Currency Futures Strategies

**Unit-III**

Trading Strategies in Emerging Markets , Investment and Portfolio Management , Market Performance Bullish market , Bearish market, mutual fund transactions .

**Unit-IV**

Philosophy of Technical analysis , Price Charting Patterns , Statistical Indicators, Trading Strategy Setups – Trend Followings , Swing and Contrarian

**Unit-V**

Stock market tools and techniques, Forex , Candlestick trading , Swing Trading , Day Trading , Share price Movement

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**FIRST SEMSTER**

**MVOC/106: Practical Financial Statement Analysis**

**Unit I**

Introduction to Corporate financial Statement, Analysis of Financial Statement

**UNIT-II**

Forecasting Annual Revenues, Forecasting Seasonal Revenues

**UNIT-III**

Forecasting financial statements, Turning Points in Financial Trends

**UNIT-IV**

Cash Budgeting, Depreciation and Taxes

**UNIT--V**

CVP Analysis, Profit, Break-Even point, and Financial Leverage

Suggested Readings:

1. Ahuja and Gupta, “ Professional approach to Direct Taxes Law and Practice including tax planning,”, Bharat Law House Pvt. Ltd., NewDelhi.
2. Mehrotra, H.C. and Goyal, S.P. “Income Tax Law and Accounts including tax planning, SahityaBhawan Publications,Agra
3. Singhanian, Vinod, and Singhanian, Kapil – Direct Tax Law andPractice.

**Note:**

- 1. The paper shall be taught through case study analysis on MS. Excel**
- 2. Examination of this paper shall comprise only computer based practical of three hours duration.**

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**SECOND SEMESTER**

**MVOC/201– Income Tax**

**Unit – I**

Assessment of firms: conditions of assessment as firm, computation of book profit, Deductions from gross total income, Minimum alternate tax provisions, computation of incomes of partners, assessment of limited liability partnership

**Unit – II**

Assessment of AOP: Computation of total Income, Computation of tax liability, rebate under section 86, computation of income of members, Assessment of Cooperative Societies: Definitions, computation of total income and tax liability.

**Unit – III**

Deductions available under section 80 for donation, Industrial undertakings engaged in infrastructure development and other than infrastructure development, start-up, special category states.

**Unit – IV**

Assessment of Companies: Definitions of different types of companies Carry forward and Set-off of losses in the cases of certain companies (Sec 79), Computation of taxable income and tax liability, Minimum Alternative Tax (Sec 115 JB).

**Unit – V**

Assessment of trusts: Meaning, Types, exemption under section 11 to 13, return of income of charitable trusts, Taxability of the income of the trust.

Suggested Readings:

4. Ahuja and Gupta, “ Professional approach to Direct Taxes Law and Practice including tax planning,”, Bharat Law House Pvt. Ltd., NewDelhi.
5. Mehrotra, H.C. and Goyal, S.P. “Income Tax Law and Accounts including tax planning, SahityaBhawan Publications,Agra
6. Singhanian, Vinod, and Singhanian, Kapil – Direct Tax Law andPractice.

**Note: Amendment relevant Tax Laws made up to 30<sup>th</sup> June immediately preceding the Academic year shall be applicable.**

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**SECOND SEMESTER**

**MVOC/202 A –Business Analytics**

**Unit– I**

Probability: mathematical expectations, Bayesian Approach.

Theoretical Frequency Distribution: Binomial, Poisson, Normal,

**Unit – II**

Parametric Test: Basic Terminologies: Z test, t test, Chi-square test

**Unit –III**

„F“ test and ANOVA (One way and two ways)

**Unit – IV**

Non-parametric tests: Sign test, Run test, Signed Rank Test, Kruskal Wallis Test, Median Test, Kolmogorov-Smirnov Test, Mann-Whitney Test.

**Unit – V**

Multivariate Analysis: Factor Analysis, Discriminant Analysis, Conjoint Analysis, Cluster Analysis,

**Suggested Readings:**

1. Gujarati, Damodar N.&Sangeetha: Basic Econometrics, Tata McGrawHill
2. Gupta, B.N.: Business Statistics, S.B.P.D. Publication, Agra
3. Gupta, S.P.: Statistical Methods, Sultan Chand & Sons, NewDelhi
4. Hooda, R.P. – Statistics for Business and Economics, VikasPublishing
5. Sancheti and Kapoor: Statistics (Theory, Methods& Application), Sultan Chand & Sons

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**SECOND SEMESTER**

**MVOC/202 B –Advanced Financial Management**

**Unit I**

Environment of Business Finance : modern approach to financial management , significance of financial management , financial planning and decision making process , financial sector reforms, techniques of financial management

**Unit II**

Investment Alternatives: Choice Galore, Investment Attributes, Approaches to Investment Decision Making, Proverbial Investment Wisdom. Special Problems Relating to Financing and Management of Small and Medium Enterprises.

**Unit III**

Introduction to Capital Market in India including Depositories. Introduction to Capital Market Instruments Including Options (Option Pricing Theory), Futures and Derivatives; Risk Return Relationship, Financial services in India including merchant banking, Portfolio Management; Credit Rating; Consumer Finance, Mutual Fund - Operations and Regulations, Venture Capital.

**Unit IV**

Foreign collaborations and joint ventures. Introduction to International Financial Management including Raising of Capital Abroad (ADRs, GDRs, ECB). Foreign exchange exposure and risk management, foreign exchange markets and dealing therein

**Unit V**

Money Markets and their Operations. Special Feature of Financial Management in Public Sector Undertakings.

**Suggested Readings**

**Suggestion Readings:**

Khan, M and Jain, P.K.: Basic Financial Management, Tata McGraw Hill, New Delhi

Pandey I.M.: Financial Management: Vikas Publishing House, New Delhi.

Prasanna Chandra: Financial Management Theory and Practice: Tata McGraw Hill, New Delhi

Van Home J.C.: Fundamentals of Financial Management: Prentice Hall of India, New Delhi.

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**SECOND SEMESTER**

**MVOC/203 – Contemporary Auditing**

**Unit – I**

Audit of Limited Companies: Auditors responsibility, statutory requirement under Companies Act, Audit of branches and Joint Audit, Concept of true and fair True and correct, concept of materiality in the context of audit companies.

**Unit – II**

Auditor's Report: Certificate and Report, Types of Audit Report, special reports on prospectus, dividends and divisible profits and depreciation.

**Unit – III**

Audit under different provisions of Income Tax Act, Special features of audit of banks, Insurance companies and Cooperatives Society, Rights, duties and liabilities of auditors, Third party liability, Nature and extent

**Unit – IV**

Non-financial Audit Management Audit, Propriety Audit, Cost Audit, Environmental Audit and Efficiency Audit.

**Unit-V**

Social Audit: Model of MNAREGA, Findings of Aruna Roy Committee Report.

**Suggested Readings:**

1. Gupta Kamal: Contemporary Auditing, Tata McGraw-Hill NewDelhi
2. JhaAruna: Students Guide to Auditing and Assurance, TaxmannPublication
3. Sharma T.R.: Auditing, Sahityabhawanpublications
4. Tandon. B.N. – A Handbook of Practical Auditing, S Chand &Company

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**SECOND SEMESTER**

**MVOC/204: Practical Goods and Services Tax**

**Unit-I**

Registration as Gst practitioners, Application to opt and withdrawal from composition scheme , Stock intimation for opting Composition scheme, Amendments in Registration process, Cancellation of registration, Application for filing clarification.

**Unit –II**

Amendments in monthly Returns for outward supply and inward supply, Return for transfer of amount , Monthly summarize return, Amended returns for Composition dealers ,Return for Input service distributors

**Unit -III**

Turnover calculation in Annual return for normal and Composition dealer ,Gst audit , Voluntary payment form, comparison tools.

**Unit-IV**

Drafting of an appeal against orders, Assessment , demand and recovery , administration , Inspection procedure , miscellaneous provisions

**Unit-V**

Refund procedures, Return for E-Commerce operator , Return for Non residents , E-Way Bill functions, Bill to Ship to model, Return for goods sent for job work.

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**SECOND SEMESTER**

**MVOC/205A: Business Analytics using SPSS**

**Unit I**

Descriptive Analytics: Descriptive Statistics, Data Visualization: Various Charts, Frequencies, bar chart, Histogram, Descriptive statistics, cross tabulation

**Unit II**

Data Mining Techniques:, chi square test, T test, ANOVA, Non-parametric tests

**Unit III**

Data Mining Techniques: Correlation, Regression, Multiple Linear Regression, Logistic Regression

**Unit IV**

Data Mining Techniques: Factor Analysis, Cluster Analysis, Text Mining Techniques

**Unit V**

**Fraud Detection:** Discriminant Analysis, Neural Networks

Suggested Readings:

1. Darren, George and Mallery Paul, SPSS for Windows STEP BY STEP, Pearson Publication tenth edition.
2. Davis, Gyan & Branko Pecar, Business Statistics using Excel, Oxford university press.

Notes:

1. Various business analytics techniques will be taught on the software prescribed by the department from time to time.
2. Examination of this paper shall comprise only computer based practical of three hours duration.



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**SECOND SEMESTER**

**MVOC/205B: Practical Financial Management Using Excel**

**Unit – I**

Basic concept of finance: Future value & present value of Money, Annuity, and uneven cash flow, effective interest, Individual and overall cost of capital.

**Unit – II**

Capital budgeting: The basics, NPV, IRR, MIRR, PBP, Risk analysis with scenarios, risk analysis with Monte Carlo simulation, EVA, CVA and MVA

**Unit – III**

Leverages, Dividend policy and value of firm, Designing capital structure: EBIT- EPS analysis, Calculation of Indifference points, capital structure theories, measuring operating and financial risk, hamada equation, issues in capital structure planning.

**Unit – IV**

Basics of Working capital and Managing receivables, Inventory management: EOQ, JIT, ABC, Cash management: cash planning, cash budgeting,

**Unit – V**

Creating Useful Charts in finance: Column Chart, Line chart, Pie chart, Bar chart, area chart, X- Y (scatter chart) stock charts, other charts, Using of Macros in finance

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**SECOND SEMESTER**

**MVOC/206- Practical ROC Forms and Return Filing**

**Unit-I**

Particulars of appointment of directors and KMP and changes among them (Form DIR-12)

Application for surrender of DIN (DIR-5)

Intimation of change in particulars of directors to be given to the Central Government (Form DIR-6)

**Unit-II**

Notice to the registrar by company for appointment of auditor (Form ADT-1)

Application for removal of auditor before expiry of his term (Form ADT-2)

**Unit-III**

Form for filing Financial Statement and other documents with the registrar (Form AOC-4)

Notice of address at which books of accounts are to be maintained (AOC-5)

**Unit-IV**

Form for filing an application with Registrar of Companies (Form GNL-1)

Form for submission of documents with the Registrar (Form GNL-2)

**Unit-V**

Filing of Annual Return of Companies (Form MGT-7)

Filing of resolutions and agreements to the registrar (Form MGT-14)

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**THIRD SEMESTER**

**MVOC/301 –Advanced Cost Accounting**

**Unit – I**

Activity Based Costing: Meaning, importance and characteristics, Uses and limitations, Elements and Steps involved, Comparison of ABC with Traditional costing, Target Costing: Origin, meaning advantage, main features, cost ascertainment and pricing of products and services

**Unit – II**

Decision Making: Important factors in marginal costing decisions, key factor, Make or Buy decision, Shut down or continue decision, Product mix, export v/s local sales decision  
Throughput Accounting

**Unit – III**

Transfer Pricing: Meaning, Objective, Methods of transfer pricing- pricing at cost, pricing at market price and at bargained prices and Pareto analysis

**Unit – IV**

Standard Costing: Accounting procedure for standard cost, Calculation and Reporting of Cost Variances (Material, Labour and Overhead), Tests of significance of variances.

**Unit – V**

Cost accounting Standards: CAS 1 classification of cost, CAS-3 production and operation overheads CAS-10 Direct expenses. Life Cycle Costing.

**Suggested Readings:**

1. Arora, M.N.: Cost Accounting, Himalaya Publishing Company, NewDelhi.
2. Bhanawat, Shurveer S.: Cost Accounting, R.B.D. Publication, Jaipur-NewDelhi
3. Drury, Colin, Costing an Introduction, TaxmannIndia
4. Drury Colin, Management and Cost accounting, International Thompson BusinessPress
5. Horngren, C.T.: Foster, G. and Datar, S.M. – Cost Accounting: A Managerial Emphasis, Prentice Hall of India, NewDelhi.
6. Khan, M.Y. and Jain, P.K: Cost Accounting and Financial Management, Tata McGraw Hill Pub. Co. Ltd., New Delhi.
7. Kishor, Ravi M, Management Accounting, Taxmann Publication, NewDelhi

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**THIRD SEMESTER**

**MVOC/302: Accounting Standards**

**Unit- I**

Introduction of Accounting Standards (AS), Conceptual Framework of Accounting, Accounting Standards in India and Guidance Notes on Various Accounting Aspects. Concept of adequate disclosure, methods of disclosures, Indian company Law and disclosure practice. Current issues in corporate reporting: Reporting for investor and employees and social responsibility accounts,

**Unit-2**

AS-2: Inventory Valuation  
AS-3: Cash Flow Statement  
AS- 9: Revenue Recognition

**Unit-3**

AS-10: Property, Plant and Equipment  
AS-13: Accounting for Investments  
AS-14: Accounting for Amalgamation

Unit-4

AS-18: Related Party Disclosure  
AS:20 Earning Per Share  
AS-21: Consolidated Financial Statements

Unit-V

AS-25: Interim Financial Reporting  
AS-26: Intangible Assets  
AS-28: Impairment of Assets

**Suggested Readings**

Rawat D S: Students' Guide to Accounting Standards, Taxmen  
Singhal Sanjay: Professional Approach to Accounting Standard, Bharat Law House Pvt.  
Ltd.  
VijayKumar M V: Accounting Standards, Snow white publication

**Department of Accountancy & Business Statistics**  
**Master of Vocation (Accounting, Taxation and Auditing) Programme**  
**COURSE CURRICULUM**

**THIRD SEMESTER**  
**MVOC/303- Tax Planning & Management**

**Unit – I**

Introduction to Tax Planning, Tax Avoidance and Tax Evasion. Objective of tax planning. Tax Planning with special reference to Residential Status, Salary, Income from house property, capital gain and clubbing of income.

**Unit – II**

Tax Planning with reference to Location, Nature, size and form of Organisation of New Business. Tax Planning with reference to Other Sources of Income.

**Unit – III**

Tax Planning for Financial Management Decisions: Tax Planning relating to Capital Structure Decision, Dividend Policy, Inter Corporate Dividend and Bonus Shares.

**Unit – IV**

Tax Planning for Managerial Decision: Tax Planning in respect of Own or Lease decisions, Sale of assets used for Scientific Research, Make or Buy Decisions, Repair, Replace, Renewals or Renovation and Shut Down or Continue Decisions. Break-even & Indifference point analysis.

**Unit – V**

Tax Problem in Tax Planning and Management, Tax Planning with reference to Amalgamation of companies, Special Provision to relating Infrastructure Sector and Backward Areas.

**Suggested Readings:**

1. Ahuja and Gupta, “ Professional approach to Direct Taxes Law and Practice including tax planning,” Bharat Law House Pvt. Ltd., New Delhi.
2. Mehrotra, H.C. and Goyal, S.P., “Income Tax Law and Accounts including tax planning, Sahitya Bhawan Publications, Agra
3. Singhania, Vinod K. and Singhania, Monica – Corporate Tax Planning and Business Tax Procedures, Taxman Publications (P) Ltd.

Note: Amendment relevant Tax Laws made up to 30<sup>th</sup> June immediately preceding the Academic year shall be applicable.

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**MVOC/304: Practical SAP Accounting**

**Unit – I**

Basics and Organizational structure: Introduction to SAP, Implementation tools, SAP architecture, Define client, company, company codes, business area, credit control area, assign company code, Business Process: Master Data- Vendor master, customer master, GL master, House bank, cost center, profit center

**Unit – II**

GL – posting, reversal, reference posting, change and display documents, reports

**Unit – III**

AP posting – AP invoice posting, advance payment, invoice payment, clearing of advance, automatic payment program, TDS, Cash book posting, reports

**Unit – IV**

AR Posting – AR invoice posting, advance posting, Invoice payment, clearing of advances, TDS, Cash book posting, Reports

**Unit – V**

Assets accounting: Chart of Depreciation, assets class, assets cycle(purchase, transfer, depreciation etc.) integration with GL.

**Note - Examination of this paper shall comprise only computer based practical of three hours duration.**

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**THIRD SEMESTER**  
**MVOC/305- Practical TDS and Advance Tax**

**Unit – I**

Application for TAN (Form 49B). Understanding Form 26AS (Tax Credit Statement), Nil TDS return, Challan for TDS/TCS(ITNS)

**Unit – II**

TDS return filing for salaried employee (24Q)

**Unit – III**

TDS return other than salary (26Q)

**Unit – IV**

TDS Return for Property Transactions (26QB), TDS Return for Non-residents (Form 27Q)

**Unit – V**

Filing of correction returns, Import & upload files, Form 16A, 16B, 12BA, 12BB, Declaration forms (15G, 15H) Income Tax payment challan 280 and 281

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**THIRD SEMESTER**  
**MVOC/306 - Practical Income Tax**

**UNIT – I**

**Basics & Introduction:**

Application for obtaining PAN (Form 49A), Preparation of Computation of Income for all types of persons & for all types of Sources of Income, Preparation of Challan for Depositing Income Tax (ITNS 280), Introduction to online Tax filing procedure on Income Tax portal, Introduction to Tax Credit Statement (Form 26AS).

**UNIT – II**

**Individual & HUF having Income Other than Business & Profession:**

Filing of return of income of Individual & HUF having Income other than Income under the Head Business & Profession ( ITR-1 and ITR-2)

**UNIT – III**

**Individual & HUF having Income from Business & Profession (including Audited person):**

Filing of return of income of Individual and HUF (audit & non-audit) having income from profits and gains of business or profession (ITR-3), Filing of Audit Forms & Reports (Form 3CB & 3CD)

**UNIT –IV**

**Presumptive Income & Partnership Firms:**

Filing of return of income of Individuals, HUF and firms having income from presumptive business and profession (ITR-4) ; Filing of return of persons other than individuals, HUF, company and persons filing ITR-7 (ITR-5)

**UNIT – V**

**Companies:** Filing of return of income of companies other than companies claiming exemption u/s 11 (ITR- 6)

**Note:** All practical of this paper shall be taught on M.S. Excel.

**Suggested readings:**

<http://www.incometaxindia.gov.in>

<https://incometaxindiaefiling.gov>.

**Note - Examination of this paper shall comprise only computer based practical of three hours duration.**



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**COURSE CURRICULUM**

**THIRD SEMESTER**  
**MVOC/307: Practical 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**

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

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

**Unit – III**

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

**Unit – IV**

Order Processing, Purchase/Sales Order Processing, Adjusting Orders Bill of Materials (BOM), Creating Bill of Materials, Manufacturing Journal,

**Unit – V**

Price Levels, Activating Price Lists and Defining Price Levels, Creating Jobs as Job cost centres, Creating Godowns dedicated to Jobs, Creating UOM

**Suggested Readings:**

Gupta, Kamal: Contemporary Auditing, Tata McGraw Hill, New Delhi.

Jain, Khandelwal: Auditing (Hindi), Ramesh Book Depot, Jaipur.

Sharma, T.R.: Auditing Principles and Problems, SahityaBhawan, Agra.

Shukla, S.M.: Auditing (Hindi)

Tandon, B.N.: Principles of Auditing, S. Chand & Co., New Delhi.

**Note - Examination of this paper shall comprise only computer based practical of three hours duration.**

**Department of Accountancy & Business Statistics**  
**Master of Vocation (Accounting, Taxation and Auditing) Programme**  
**COURSE CURRICULUM**

**FORTH SEMESTER**  
**MVOC 401A: Industrial Internship**

**Modus Operandi of Industrial internship**

After completion of 3<sup>th</sup> Semester examination, each student has to complete industrial internship for five months. This internship can be performed either at CA/CS practicing firm or manufacturing company or Banking Company or Insurance Company or Mutual fund or Dealers and distributors who are covered under tax audit.

Candidate has to get following documents from training provider:

1. Certificate of completion of industrial internship with satisfactory comment on original letter head of internship provider.
2. Photo copy of attendance register duly attested by internship provider.
3. Candidate has to prepare a Project report of work performed on internship

A report of industrial internship has to be submitted to the office before 30<sup>th</sup> May. Whatever he or she learnt during training period has to be written in his own language. Date wise daily activity performed by the candidate at the office of training provider has to be included in annexure.

The evaluation of project report and Viva-voce shall be conducted by a board consisting external examiner either from industry or academic institution, Professor Convener of M. Voc. (ATA) Programme and internal examiner. External examiner shall be appointed by the university. If convener is not professor then senior professor from department of Accountancy and Business statistics shall be member of board.

Note: A guide consent form has to be submitted by the candidate before joining the industrial internship. Student has to select a guide out of teachers who are teaching in the department.

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**COURSE CURRICULUM**  
**FORTH SEMESTER**

**MVOC 401B: In-house Project**

A Student who secure more than 65% marks in aggregate of first four semesters can adapt in house project course option. Under this course student has to carry a small research under the supervision of guide and submit research project report. The following process is to be adopted:

1. Students who opted in house project course have to choose a guide. A guide should be permanent teacher of faculty of Commerce.
2. Students are expected to submit guide consent form to head Department of Accountancy and Business statistics.
3. Group project may be permitted on approval of the head of department subject to maximum 3 students

The evaluation of In house-Project report and Viva-voce shall be conducted by a board consisting external examiner either from industry or academic institution, Professor Convener of M. Voc. (ATA) Programme and internal examiner. External examiner shall be appointed by the university. If convener is not professor then senior professor from department of Accountancy and Business statistics shall be member of board.