Skill Based Subject - Business Practices

Instructional Hrs: 45   **Sub. Code: 15CMUSP01**

Max. Marks: CIA -40; ESE-60   **Credits: 3**

Objectives: To evaluate the students to have a practical knowledge on commercial Practices.

UNIT - I   **9Hrs**

Basics: Preparation of invoice – Receipts – Vouchers – Delivery challan – Debit note – Credit note.

UNIT – II   **9Hrs**

Joint-stock companies: MOA and AOA - Share application form – Letter of Allotment – Letter of regret – Notice and Agenda for Board meeting, Resolution of board and Annual general meeting and statutory meeting – Minutes preparation – Preparation of share transfer form – Proxy form-Application of TIN - Preparation of partnership Deed.

UNIT – III   **9Hrs**

Tax: Income Tax Returns: Preparation of form 16 & 16A – preparation of income - tax return (ITR 1 to 5) – Application for PAN and TAN number – Tax credit with NSDL- Filling of Tax challan/ GAR   Challan.

UNIT – IV   **9Hrs**

Banks: Preparation of various Account opening forms-Filling of Cash/ Cheque Deposit Challans –Cheque Book – Demand draft requisition slip- NEFT/RTGS – Application for locker facilities –Loan forms – Application for ATM and credit card – Opening of on – Line/Internet Banking-

UNIT – V   **9Hrs**

Insurance: Application for LIC policy/ Mediclaim – GIC – Types - Forms – Premium Intimation Letter – Premium receipt – Revival of Lapsed policy – Claimant's statements.

100% PRACTICAL.

TEXT BOOK

STUDY MATERIAL

SEMESTER – IV

Core - Computer Applications Practical - III

OOPS with C++

Instructional Hrs. :60   **Sub. Code : 15CMUCP03**

Max. Marks : CIA -40; ESE -60   **Credits: 3**

1. Program to calculate depreciation under Straight Line method (using class, defining member functions outside the class).
2. Program to calculate depreciation under Diminishing Balance method (Using class, defining member function inside the class).
3. Program to calculate Economic Order Quantity (Using nesting of member function).
4. Program to print the Employees payroll statement (Using control structures).
5. Program to calculate Simple Interest and Compound Interest (Using nested class).
6. Program to calculate net income of a family (Using friend functions in two classes)
7. Program to print the book list of library (Using array of objects).
8. Program to prepare cost sheet (Using inheritance).
9. Program to calculate margin of safety (Using multilevel inheritance).
10. Program for bank transaction (Using constructor and destructor).
11. Program to calculate the increase or decrease in Working Capital using Operator overloading.
12. Program to Create the Student file and to prepare the mark slip by accessing the file.

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SEMESTER – V

Core Paper- Taxation

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Instructional Hrs. : 75   **Sub. Code : 15CMUC510**

Max. Marks : CIA -25; ESE -75   **Credits: 4**

Objectives   : On successful completion of this course, the student should be able

to understand basic concepts in the prevailing act.

UNIT – I   **15 Hrs.**

Tax - Definition and general characteristics - Direct and Indirect taxes - Comparison – merits and demerits of direct and indirect taxes – proportional and regressive taxation - canons of taxation – *Shifting and Incidence of Taxation* –effects of taxation on production, distribution and consumption - Goods and Service Tax (GST).

UNIT – II   **15 Hrs.**

The income Tax Act-*Definition of Income,GTI,TI - Assessment Year - Previous Year -* Assessee - Assesse in default - Scope of income-charge of tax - Residential status- Exempted Income .

UNIT – III   **15 Hrs.**

Heads of Income-Salaries – *Income from House Property* - computation of salaries and Income from House properties.

UNIT – IV   **15 Hrs.**

Profits and gains of business or profession – Meaning of business or profession-*Expenses Expressly Allowed* - expenses expressly disallowed - computation of profits and gains of business or profession of an individual.

UNIT – V   **15 Hrs.**

Income from other sources - Computation of Capital gains - *Deductions to be made in Computing Total Income*.

Note: *40% theory and 60% for problems,   Italics* **denotes self study topics.**

Skill based component (Not for End of Semester Examinations)

➢ Prepare a report on Savings pattern of individuals to avail 80 C benefits.

➢ E-Filling of Tax returns

TEXT BOOK

1. **Gaur.V.P and Narang D.B**,**Puja Ghri, Rajeev Puri,** *Income Tax and Practice,* Kalyani Publishers, New Delhi, 43rd Revised Edition , 2015.

BOOKS FOR REFERENCE

1. **Dr.Mehrothra.H.C & Dr.Goyal.S.P**, *Income Tax and Practice*, Sahitya Bhawan Publications, Agra, 56th Edition, 2015.

2. **Radhakrishnan.P**, *Indirect Taxation*, Kalyani Publishers, New Delhi, 4th Edition, 2008, Reprint 2011.

3. **Radha.V, Parameswaran.R**, *Indirect Taxation*, Prasanna Publishers, Chennai, 2007.