

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.



CIRCULAR NO.SU/ Faculty of Com.& Mgt./B.VOC./85/2022.

It is hereby informed to all concerned that, on the recommendation of Ad-hoc Board in Vocational Studies and Dean, Faculty of Science & Technology the Hon'ble Vice-Chancellor has **accepted the curriculum of following B.Voc. Courses under Choice Based Credit and Grading System** in his emergency powers under Section-12 [7] of the Maharashtra Public Universities Act, 2016 on behalf of the Academic Council as appended herewith:

Sr.No.	Course Name	Semester
1.	B.Voc in Entrepreneurship and Retail Management	I to VI
2.	B.Voc in Accounting P-19	V & VI
3.	B.Voc in Accounting & Auditing	I & II

This is effective from the **Academic Year 2020-21 and 2021-22** and onwards. This curriculum is also available on the University website www.bamu.ac.in.

All concerned are requested to note the contents of the circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Aurangabad-431 004.

Ref. No.SU/B.voc./Curri./2021-22/10209-19

Date: 28.03.2022

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**Deputy Registrar,
Academic [Syllabus]
Section.**

Copy forwarded with compliments to :-

- 1] **The Principal All Affiliated Concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.**
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload the curriculum along with this Circular on University Website.**

Copy to :-

- 1] The Director, Board of Examinations & Evaluation, Dr.BAMU, A'bad
- 2] **The Concerned Section, Examination Branch,**
- 3] The Section Officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations, section, Dr. BAMU, A'bad**
- 5] **The Programmer [Computer Unit-2] Examinations, section, Dr. BAMU, A'bad**
- 6] The In-charge, [E- Suvidha Kendra],
- 7] The B.Voc Section, Dr. BAMU, A'bad
- 8] The Public Relation Officer,
- 9] The Record Keeper,

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY
AURANGABAD**



SYLLABUS OF
BACHELOR OF VOCATIONAL
IN

**B.Voc in Accounting & Auditing
SEMESTER-I & II**

Choice Based Credit System

Effective from the Academic Year
2020-21 and 2021-22 & Onwards

Navgan Shikshan Sanstha Rajuri's
ARTS & COMMERCE COLLEGE

Parli Vajinath, Dist. Beed

Affiliated to Dr.Babasaheb Ambedkar Marathwada University Aurangabad

NAAC Re-Accrediated - Third Cycle - 'A' Grade

Parli-Vajinath, Dist.Beed 431 515 ☎(02446) 223311

E-mail : navganparli@rediffmail.com

Website : www.navgancollegeparli.com

Dr.R.S.Bangad
Principal

Dr.Bharatbhushan Kshirsagar
Secretary

Ref. No.N.S.S.College,Parli / 2020-21 / 223

Date : 26/02/2021

प्रती,
प्र.कुलगुरु,
डॉ.बा.आं.म.विद्यापीठ,
औरंगाबाद.



विषय :- B.Voc (Accounting & Auditing) अभ्यासक्रमास मंजूरी मिळणेबाबत...

महोदय,

उपरोक्त विषयी कळविण्यात येते की, शै.व.2020-21 पासून आमच्या महाविद्यालयात B.Voc. (Accounting & Auditing) या पदवी अभ्यासक्रमास विद्यापीठ अनुदाना आयोगाने मंजूरी दिली असून तरी हा अभ्यासक्रम सुरू करण्यासाठी प्रथम वर्षाच्या अभ्यासक्रमाच्या आराखड्याला मान्यता मिळण्यासाठी अभ्यासक्रम आराखडा आपणाकडे सादर करत आहोत. तरी सदरील अभ्यासक्रमास व कोर्स आराखड्यास मंजूरी देण्यात यावी हि विनंती.

सोबत :

1. Course Structure
2. Syallabus copy

Principal
N.S.S.R's Arts & Comm College
Parli-Vajinath, Dist. Beed

Dean
Faculty of Commerce and Management
Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY
AURANGABAD**



**COURSE STRUCTURE & CURRICULUM
BACHELOR OF VOCATIONAL
IN
ACCOUNTING AND AUDITING
Choice Based Credit System**

Effective from the Academic Year
2020-21 & Onwards


Dr. Ashraf J. Shelke


Dean
Faculty of Commerce and Management
Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad

Navgan Shikshan Santh's
NAVGAN ARTS And COMMERCE COLLEGE
PARLI-V. Dist. BEED

Syllabus
Accounting & Auditing
Semester-I
And
Semester-II

Pattern CBCS
Effective from the Academic Year
2020-21 & Onwards

DR. BABASAHEB AMBEDKAR MARTHWADA UNIVERSITY
AURANGABAD
 Course Structure
Accounting and Auditing
Bachelor of Vocation (B.Voc)
Semester-I

Sr. No.	Course Code	Name of the course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester-I		General Academic components					
1	VOC 101	Communication English	4	0	20	80	4
2	VOC 102	Hindi	4	0	20	80	4
3	VOC 103	Business Studies	4	0	20	80	4
Semester-I		Skill Development Components					
4	VOC 111	Financial Accounting –I	4	0	20	80	4
5	VOC 112	Computer Application I	4	0	20	80	4
6	VOC 313	Goods & Services Tax –I	4	0	20	80	4
7	VOC 121	Lab- course-1 Financial Accounting Practical-I		2	20	80	2
8	VOC 122	Lab –Course : 2 Computer Application I	0	2	25	25	2
9	VOC 123	Lab –Course : 3 Goods & Services Tax Practical –I	0	2	25	25	2
Total			24	6	195	555	30

Affairs.<http://www.mca.gov.in> f) Drafting Techniques of Memorandum of Association & Articles of Association.

Books for Reference:

1. Francis Cherunilam; International Business, Prentice Hall of India
2. P. K Sinha and S.Sinha - International Business Management.
3. Charles hill, (2011), International Business: Text and Cases, Tata McGraw Hill, New Delhi
4. Daniels and Sullivan: International Business Environment
1. www.cbec-gst.gov.in
2. www.idtc.icai.org
3. GST- Series of live webcasts by Indirect Tax Committee
4. GST & Indirect Taxes Committee (ICAI)
1. 5.Modern Business Environment, ABPL Publications
2. 6.<http://www.mca.gov.in>

1. Narendra Singh Advanced Financial Management
2. K. Venkataramana, Advanced Financial Management, SHBP.
3. Ghousia Khatoon, Mahanada B. C. Advanced Financial Management VBH
4. S N Maheshwari, Financial Management Principles and Practice, Sultan Chand
5. Khan and Jain, Financial Management, Tata McGraw Hill
6. Sudhindra Bhat; Financial Management, Prentice Hall of India
7. Sharma and Sashi Gupta, Financial Management, Kalyani Publication
8. SN Maheshwari and SK Maheshwari, Advanced Accounting Vol I, Vikas Publishing House
9. SP Jain, KL Narang, Advanced Accounting Vol I, Kalyani Publishers
- 10 RL Gupta, M. Radhaswami, Advanced Accounting Vol I, Sultan Chand & Sons
11. Accounting for Partnership, ABPL Publications.
12. <https://www.help.tallysolutions.com/>

1. Jain, H. C. & Tiwari, H.N. (2018) Computer Applications in Business. Delhi:
2. Taxmann P.Ltd.
3. Sharma, S.K. and Bansal, M. (2018) Computer Applications in Business.
4. Delhi: Taxmann P.Ltd.
5. Winston, W.L. (2013) Microsoft Excel 2013: Data Analysis and Business
6. Modeling. Prentice Hall India Learning Private Limited.
3. Fischer, William. (2016) Excel – Quick start guide from beginner to expert.
7. Createspace Independent Pub.
1. Step by Step Microsoft Word 2010
2. Step by Step Microsoft Excel 2010
3. Step by Step Microsoft PowerPoint 2010

Unit V

(12 Hours)

GST Form creation: Types of GST returns & Due dates to file GST Returns:- GSTR-1, GSTR-2, GSTR-3, GSTR-9, GSTR-3B. Dealer opting for composition scheme:- GSTR-4, GSTR-9A Rates of GST: Different Rates charged for GST- Type of Goods or Services and applicability of rates

Books For Reference:

1. Ganashyam Upadhyay (2017), Goods and service Tax, Asia Book house, Hyderabad
2. Vasisha chaudhary(2017),GST- A practical Approach, Taxmann New Delhi
3. ICAI(2018), Indirect Laws- GST Module I, ICAI publications, New delhi
4. Parag Joshi(2017), Tally-ERP9 with Tally, Vikas books, Pune
5. K S hariharan,(2017), A Brief Commentary on GST with law, Volume One and Two, Hariharan Associates, Kochi
6. Filing of GST Return, ABPL Publications

1. Purchase orders and Sales Orders
2. Reorder levels
3. GRN and Delivery Notes
4. Bill of materials
5. Price levels and Price lists Stock Ageing Analysis / Batch Numbers.

18. Generation of Stock reports and Valuation

19. Practical on price listing master

20. Practical on credit limits for customers

21. Practical on stock transfer

1. Tally ERP 9 – Dinesh Maidasani
2. Tally 9 in Simple Steps – Kogent Solution Inc.
- 3 Niesbud.or.in
- 4 Niti.gov.in
5. Mic.gov.in

DR. BABASAHEB AMBEDKAR MARTHWADA UNIVERSITY

AURANGABAD

Course Structure

Accounting and Auditing

Bachelor of Vocation (B.Voc.)

Semester-II

Sr. No.	Course Code	Name of the course	Contact Hours Per Week		Evaluation Scheme		Credit
			L	P	CIA	SEE	
Semester-I		General Academic components					
1	VOC 101	Communication English	4	0	20	80	4
2	VOC 102	Hindi	4	0	20	80	4
3	VOC 103	Auditing	4	0	20	80	4
Semester-II		Skill Development Components					
4	VOC 111	Financial Accounting –II	4	0	20	80	4
5	VOC 112	Computer Application- II	4	0	20	80	4
6	VOC 313	Goods & Services Tax –II	4	0	20	80	4
7	VOC 121	Lab- course-4 Financial Accounting Practical–II		2	20	80	2
8	VOC 122	Lab –Course : 5 Practical on Computer Application II	0	2	25	25	2
9	VOC 123	Lab –Course : 6 Goods & Services Tax Practical –II	0	2	25	25	2
Total			24	6	195	555	30

BOOKS FOR REFERENCE:

1. Auditing and Assurance Standards, Institute of Chartered Accountants of India, New Delhi.
2. Relevant Publications of ICAI on Auditing (CARO).
3. Practical Auditing, Ghatalia, S.V., Allied Publishers Private Ltd., New Delhi.
4. Auditing Theory and Practice, Singh, A. K. and Gupta Lovleen, Galgotia Publishing Company
5. <https://help.tallysolutions.com>

Expenditure Account – Balance Sheet(Including problems)

SUGGESTED BOOKS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
- 2.Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta,Sultan Chand & Sons.
3. Accountancy–I: Tulasian, Tata McGraw Hill Co.
4. Accountancy–I: S.P. Jain & K.L Narang, Kalyani.
5. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheswari, Vikas.
6. Advanced Accountancy: M Shrinivas& K Sreelatha Reddy, Himalaya Publishers.
7. Financial Accounting: M.N Arora, Tax Mann Publications.

UNIT-V

(12 hours)

(Using students own sb a/c in any scheduled bank) Online Fund Transfer, Net Banking, Mobile App Banking, IMPS, NEFT, RTGS, M Passbook, Payment of bills, schedule transactions, beneficiary management. Bank statement.

Books for Reference:

1. Official Guide to Financial Accounting Using Tally ERP, with GST. BPB Publication.
2. Cheda, R. Learn Tally.ERP, with GST and E way Bill. Delhi: Ane Books.
1. IT for Practical Use, ABPL Publications
2. <https://www.google.co.in>
3. <https://www.bing.com/>
4. <https://scholar.google.co.in/>
5. <https://www.onlinesbi.com>

by road, transport is by rail, air, or ship. Transporter ID, Transport document number, date on the document.

BOOKS FOR REFERENCE:

1. Ganashyam Upadhyay (2017), Goods and service Tax, Asia Book house, Hyderabad
2. Nitya Tax (2016) ,Basics of GST, Taxmann, New delhi
3. Vasisha chaudhary(2017),GST- A practical Approach, Taxmann New Delhi
4. Taxmann's GST Ready Reckoner (Budget 2019 Edition): By V S Dattey
5. Taxmann's GST Manual with GST Law Guide & Digest of Landmark Rulings (Budget
6. 2019 Edition) Set of 2 Volumes
7. Taxmann's GST Audit and Annual Return (2nd Edition January 2019)
8. GST Law and Analysis with Conceptual Procedures: By Bimal Jain and Isha Bansal (Set
9. of 4 volumes)
10. Taxmann's GST Mini Ready Reckoner (2nd Edition 2019)

Lab Course- 5 (Practical on Computer Application II)

Credit: 02

List of Practicals :

1. Create your email account; send mail to your friend.
2. Sending mail to more than one person.
3. Send and receive files from mail. (mail with attachment)
4. Create a table in excel and format it.
5. Create table and apply sum, average, max and min on this table.
6. Create table and sort data in ascending and descending order.
7. Draw a bar chart for given data.
8. Draw pie chart for given data.
9. Create table , Insert data and apply conditional formatting.
10. Practical on Connecting networks in LAN
11. Practicals on Different web browsers
12. Preparing mark sheets in Microsoft excel
13. Preparing Pivot tables for given data.
14. Settings for printing of documents in excel.
15. Preparation of Balance sheet in excel.

डॉ. बाबासाहेब आंबेडकर मराठवाड़ा विश्वविद्यालय, औरंगाबाद

पाठ्यक्रम हिंदी
बीहोक(B.VOC) (CBCS-पाठ्यक्रम)

सामान्य हिंदी : १

प्रथम सत्र (Semister- I)

उद्देश्य :

- १) साहित्य आस्वादन अभिरूची का परिसंस्कार
- २) जीवन मूल्यों के प्रति आस्था
- ३) भाषा प्रौद्योगिकी - विज्ञापन कला का ज्ञान ४) अत्यधुनिक इलेक्ट्रॉनिक्स माध्यमों का परिचय

अध्ययन - अध्यापन प्रक्रिया :

- १) व्याख्यान पद्धति
- २) लेखन एवं पठन कौशल वृद्धि के लिए अभ्यास
- ३) दृक-श्रव्य माध्यमों का प्रयोग

१) साहित्य सागर :

(४० तासिका)

सं. हिंदी पाठ्य समिति,

डॉ. वा.आ.म. विश्वविद्यालय,

प्र. ओरियंट लॉगमन प्रा. लि., नई दिल्ली

गद्य विभाग:

- १) एक टोकरी मिट्टी (माधवराव सप्रे),
- ३) बड़े घर की बेटी (प्रेमचंद),
- ५) परदा (यशपाल),
- ७) रसप्रिया (फणीश्वरनाथ रेणू),
- ९) इमाम साहब (नासिरा शर्मा),
- २) दुलाईवाली (वंगमहिला),
- ४) हार की जीत (सुदर्शन),
- ६) खून का रिश्ता (भीष्म साहनी),
- ८) बयान (कमलेश्वर),
- १०) बकुल फिर आना (मालती जोशी),
- ११) भोलाराम का जीव (हरिशंकर परसाई)
- १२) नेलकटर (उदय प्रकाश)

२) प्रयोजनमूलक हिंदी :

२० तासिका

- १) कांप्यूटर : संरचना, कार्य एवं उपयोग
- २) इंटरनेट : सामान्य परिचय एवं कार्य
- ३) विज्ञापन कला : मुद्रित तथा दृश्य-श्रव्य माध्यम
- ४) अनुवाद सिद्धान्त एवं व्यवहार : अनुवाद का स्वरूप एवं भेद, अनुवाद-व्यवहार (अंग्रेजी से हिंदी)

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NSSR's Arts & Commerce College, Parli Vaijnath

B. Voc

Syllabus of Communicative English

Semester – I

Theory - 80

Sessional- 20

Objectives:

To understand the importance of communication.

To know the types of communication.

To imbibe the habit of effective communication among the students.

To understand communication techniques.

Outcomes:

The vocabulary and the accuracy of communication among the student improves.

Learners understand the concept and rules of communication.

Students identify their own strengths and develop areas for growth in communication.

Students improve their speaking ability in English both in terms of fluency and expression.

Unit 1: Introduction to Communication (12 hours)

- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

Unit-2: Non-Verbal Communication (12 hours)

- Personal Appearance

- Gestures • Postures

6. Communication - C.S. Rayndu
7. Business Communication - Ray & Ray
8. Communication in IT Age- Dhiraj Sharma

Unit-5: Oral Communication Skills-II(Communication in Context)

Asking for and giving information Offering and responding to offers

Requesting and responding to requests Congratulating people on their success Expressing condolences Asking questions and responding politely Apologizing and forgiving

Reference Books:

1. Handbook Business correspondence - Frailey.
2. Technical & Professional Communication - Hickini
3. Communication Dynamics - dr. Mrs.V.S. Mishra
4. Business Communication - Richard Huseman
5. Business Communication - Bhende, Pradhan & others.
6. Communication - C.S. Rayndu
7. Business Communication - Ray & Ray
8. Communication in IT Age- Dhiraj Sharma