

Policies, Rural Insurance Policies, Guarantee Insurance Policies, Non Traditional Insurance Policies, Boiler and Pressure Plant Policy, Cold Storage Insurance Policy, Machinery Insurance Policy, Doctors Composite Package Policy, Lift Insurance Policy.

INSURANCE SALESMANSHIP - I

Time : 3 hrs

PRACTICAL

Marks : 50

- Visit local agents and make a short report on the techniques of canvassing to get business results.
- Draw a flow diagram of recruitment procedure of an Insurance agent.
- Visit Development Officers of any Insurance Company in your locality to know their strategies of salesmanship.
- Show the recruitment procedure of Development Officer through flow chart.
- Visit a training wing of any Insurance Company and note down the training process imparted by the company.
- Visit any general insurance company and make a report on policies issued by them.
- Visit any branch of LIC and make a report on policies issued by them.
- Visit any private life insurance company and make a report on policies issued by them.
- Make an assignment on constituents of Indian Insurance market.
- Make a flow chart on structure of Indian Insurance Companies.

(v) TRADE : TAXATION PRACTICE

PAPER-I

ELEMENTS OF BOOK - KEEPING - I

THEORY

Time : 2 hrs

Theory : 30 Marks

CCE : 10 Marks

Practical : 50 Marks

Total : 90 Marks

Introduction to Book Keeping and Accounting

Book Keeping Meaning, Characteristics and Process, Book Keeping System in Banks, Accounting Meaning, Characteristics, Process, Objectives, Advantages and Limitations. **Basic Accounting Terms** Business Transactions, Assets, Liability, Capital, Expense, Income, Expenditure, Revenue, Debtors, Creditors, Goods, Cost, Gain, Stock, Purchase, Sales, Loss, Profit, Cost of Goods Sold, Gross Profit, Discount, Cash, Debit, Credit, Account, Discount, Drawings, and Equity. **Theory Base of Accounting** Accounting Principles, Assumptions/ Concepts and Conventions, System of Accounting, Cash Basis and Accrual Basis, Vouchers and their Types.

Goods and Service Tax

Meaning, Characteristics, Objectives, Advantages, Limitation and Accounting Entries under GST.

Accounting Equation

Meaning and Process, Double Entry System - Meaning, Features, Advantages and Limitations, Objectives, Classification of Accounts - Traditional and Modern Classification.

Recording of Business Transactions

Rules of Debit and Credit (According to Traditional and Modern Approach).Preparation of Journal (Meaning, Features, Advantages and Format), Preparation of other Subsidiary Books (Meaning and Format), Cash Book (Simple, Double, Three Column, Bank Column and Petty Cash Book), Purchase Book, Sale Book, Purchase Return and Sale Return Book. Ledger (Meaning, Advantages and Format), Posting from Journal and Subsidiary Books in Ledger and Balancing of Ledger.

Trial Balance

Meaning, Features, Advantages, Limitations, Preparation of Trial Balance with Balance Method and Total Method.

Rectification of Errors

Meaning, Need, Advantages and Objectives, Classification of Errors, Detection and Rectification of Errors, Preparation of Suspense Account.

Final Account

Preparation of Trading Account, Profit & Loss Account and Balance Sheet from given Trail Balance (Without Adjustments).

Accounting using Tally

Company Creation in Tally, Accounts Group in Tally (to know about pre-define groups and learn to create in groups), Account Ledger Creation in Tally, Voucher Entry in Tally

ELEMENTS OF BOOK - KEEPING – I**Time : 3 hrs****PRACTICAL****Marks : 50**

- Prepare a project report on the various books and ledgers maintained by a business house/ institution in your locality.
- Visit to a bank branch and observe various functions of the bank and write a report on the same.
- Prepare a project report on profit & loss and balance sheet of a business Firm/ institute with imaginary figures.
- Write the steps to create a new company in Tally and also explain the all reliable fields in company creation window.
- Prepare a list of default group, default ledger Account and various Vouchers as given in tally software and paste in a file.
- Record at least twenty transactions in tally software and take printout of a day book and paste in a file.

- Make assignment on the process of recording transactions in various books. Like Journal to Ledger and preparing trial balance.

PAPER-II

PRINCIPLES OF MANAGEMENT – I

THEORY

Time : 2 hrs

Theory : 30 Marks

CCE : 10 Marks

Practical : 50 Marks

Total : 90Marks

Management

Meaning, Features and Objectives. Functions of Management & Principles of Management.

Planning

Meaning, Features, Importance, Advantages and Limitations.

Organization

Meaning, features, Objectives, Principles, Formal and Informal Organization.

Delegation

Meaning, Principles, Responsibility, Accountability, Centralization and Decentralization.

Staffing

Meaning, Human Resource Management, Recruitment Training, Wage Payments.

Directing

Meaning, Supervision and Communication.

Controlling

Meaning, features, importance and limitations.

PRINCIPLES OF MANAGEMENT – I

Time : 3 hrs

PRACTICAL

Marks : 50

- Visit a business enterprise/institution and prepare a project report on the management of the enterprise.
- Visit a business house/firm/institution and prepare a project report on the salary structure of the institution.
- Prepare a report about the techniques of management which is used in your school during any function.
- Prepare a report on methods of training used by organization.
- Visit an organization in your locality and prepare a report on controlling techniques used by such organization.
- Make a comparative study of formal and informal organization.

PAPER-III

FUNDAMENTALS OF INCOME TAX –I

THEORY

Time : 2 hrs

Theory : 30 Marks

CCE : 10 Marks

Practical : 50 Marks

Total : 90Marks

Fundamental Concepts

Tax, Assessment, Bonus, Income, Assessee, Individual, Previous Year, Assessment Year, Person, Gross Total Income, Fees and Commission.

Residential Status

Meaning, Types, Determination of Residential Status of a Person, Hindu Undivided Family (HUF) and a Company. Effect of Residential Status on tax Liability of a person in case of different income.

Salary income

Meaning of Salary, Provident Funds ,Allowances and their types.

Income from House Property

Meaning, Conditions, Rules, Exempted House Property Income, Annual Value, Different type of Rental Value.

Income from Business, Profession and Vocation

Meaning of Business, Profession and Vocation, Rules for Computation of Income from Business or Profession.

Income from Capital Gain

Meaning and types of Capital Assets and Capital Gain, Calculation of capital gain when index value is given.

Income from Other Sources

Meaning, Explain Items Classified as income from other sources.

Set Off and Carry Forward of Losses Some

Specific Deductions

80C, 80D, 80G, 80U etc to be Made from gross total income

Rebates from tax liability

U/s 86, 87 (a)

Exemptions

Agriculture Income, Share of Income from Hindu Undivided Family, Share of Income from Firm, Share of Income from AOP, Dividend from Indian Company, Interest on PPF, Long Term Capital Gain on Eligible Equity Share, Interest on Saving Account.

Agricultural Income

Meaning, Tests to Determine Agricultural income, Kinds of Agricultural Income.

Companies : Meaning and Types,

Co-operative Societies : Meaning and Types.

Computation of tax Liability of Individuals. Good and Service Tax

Meaning of GST, Important Definitions of GST, Components of GST (CGST, SGST, IGST), Advantages of GST, Meaning of supply, Scope of Supply.

FUNDAMENTALS OF INCOME TAX -I

Time : 3 hrs

PRACTICAL

Marks : 50

- Visit to income tax office and prepare a project report on the working of various sections of income Tax office.
- Prepare income statements of persons of your locality and compute their Tax Liability.
- Prepare a Report regarding calculation of rebate share from AOP (Association of Person) U/S 86 using imaginary figures.
- Make an assignment of filling forms of income tax by downloading. (any 5 different cases)
- Visit a Sale Tax Office and prepare a project report on the working of various sections of sale tax office.