

Lecture Plan		
<b>Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa</b>		
<b>Name of Faculty: Shahish C. Naik</b>	<b>Subject: BFSI</b>	
<b>Paper code: VOS406- Accounts Executive - I</b>	<b>Program: T.Y.B.VOC (BFSI)</b>	<b>Division:</b>
<b>Academic year: 2024-2025</b>	<b>Semester: V</b>	<b>Total Lectures: 60</b>
<b>Course Objectives: . To provide an insight into main provisions of Income Tax Act, 1961, applicable to the 'A.Y.' which shall be same as the academic year and to impart some basic knowledge about Goods and Service Tax</b>		
<b>Course Outcome:</b>		
<ol style="list-style-type: none"> <li>1. Ascertain different types of tax liabilities, evaluate tax compliance documents and prepare tax challans and make tax payments.</li> <li>2. Seek and receiver income tax declarations from employees, calculate net salaries after deductions, prepare salary statements giving details of earnings and deductions</li> <li>3. Verify the receipt / payments related documents and record the receipt / payment transactions in the book of accounts, prepare reconciliation statements and execute cash and inventory management.</li> <li>4. Obtain and verify documents related to purchases / sales and pass accounting entries in journals.☐</li> </ol>		
<b>Student Learning Outcome: The students will be able to:</b>		
<ol style="list-style-type: none"> <li>1. Understand different heads of income and its methodology of working.</li> <li>2. Determine total taxable income of Individual assessee covering various heads of income, and compute tax liability after availing of applicable deduction and exemptions.</li> <li>3. Get insight into schemes Clubbing Of Income, Advance Payment Of Tax, Filing Of Return &amp; Assessment, Set Off &amp; Carry Forward Of Losses.</li> </ol>		

Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
June 2024	28/06/2024	29/06/2024	01	Introduction of the Paper, Syllabus, Exam Scheme		Power point presentation, Smartboard	Taxmann's students guide to Income Tax including GST by Dr. Vinod Singhania & Monica Singhania
July 2024	02/07/2024	06/07/2024	04	<b>Heads of Income under Income Tax act 1961</b>  Overview of Income Tax, Steps for Computing Total Income , Discuss the Tax Rate		Power point presentation, Smartboard	Same as above
July 2024	08/07/2024	13/07/2024	04	<ul style="list-style-type: none"> <li>☐ Narrate the Residential Status</li> <li>☐ Discuss the Heads of Income</li> <li>☐ Explain the Clubbing of Income</li> <li>☐ Describe set off losses and carryforward losses</li> <li>☐ Narrate TDS, TCS and Advance Tax</li> </ul>		Power point presentation, Smartboard	Same as above

July 2024	15/07/2024	20/07/2024	04			Power point presentation, Smartboard	Same as above
July 2024	22/07/2024	27/07/2024	04	Explain the Clubbing of Income , Describe set off losses and carryforward losses Narrate TDS, TCS and Advance Tax	Prepare tax plan for salaried individuals using the deductions under chapter VI A	Power point presentation, Smartboard	Same as above
July/August 2024	29/07/2024	03/08/2024	04	Narrate TDS, TCS and Advance Tax  Over view of Chapter VI A		Power point presentation, Smartboard	Same as above
August 2024	05/08/2024	10/08/2024	04	☒ Discuss the Deductions U/S 80C to 80U		Power point presentation, Smartboard	Same as above
August 2024	12/08/2024	17/08/2024	03	☒ Discuss the Deductions U/S 80C to 80U		Power point presentation, Smartboard	Same as above
August 2024	19/08/2024	24/08/2024	04	☒ Discuss the Deductions U/S 80C to 80U	Comparative analysis of the New tax regime and old tax regime	Power point presentation, Smartboard	Same as above
August 2024	26/08/2024	31/08/2024	04	☒ Discuss the Deductions U/S 80C to 80U		Power point presentation, Smartboard	Same as above
September 2024	02/09/2024	05/09/2024	03	Describe PAN		Power point presentation, Smartboard	Same as above

				<ul style="list-style-type: none"> <li>☐ Explain steps of Income Tax Return</li> </ul>		
September 2024	13/09/2024	14/09/2024	04	<ul style="list-style-type: none"> <li>☐ Discuss Assessment Procedure</li> <li>☐ Narrate Interest and Penalty</li> <li>☐ Identify the Steps for Income Tax Refund</li> <li>☐ Explain Presumptive Tax</li> </ul>	Power point presentation, Smartboard	Same as above
September 2024	16/09/2024	21/09/2024	03	<ul style="list-style-type: none"> <li>Discuss employability skills required for jobs in various industries</li> <li>☐ Explain ways to explore learning and employability portals</li> <li>☐ Discuss the significance of legal values, including civic rights and duties, citizenship, responsibility towards society etc. And personal values and ethics such as honesty, integrity, caring and respecting others, etc.</li> <li>☐ Explain the significance of 21st century skills for employment</li> </ul>	Power point presentation, Smartboard	Same as above

September 2024	23/09/2024	28/09/2024	04	<ul style="list-style-type: none"> <li>☐ Describe the benefits of the continuous learning</li> <li>☐ Explain how to read and understand routine information, notes, instructions, mails, letters etc. Written in english</li> <li>☐ List the difference between job and career</li> <li>☐ Communicate and behave appropriately with all genders and pwd</li> </ul>	Power point presentation, Smartboard	Same as above
September/October 2024	30/09/2024	05/10/2024	04	<ul style="list-style-type: none"> <li>☐ Discuss how to escalate any issues related to sexual harassment at workplace according to posh act</li> <li>☐ List common components of salary and compute income, expenses, taxes, investments etc</li> </ul>	Power point presentation, Smartboard	Same as above
October 2024	07/10/2024	12/10/2024	03	<ul style="list-style-type: none"> <li>☐ Discuss relevant rights and laws and use legal aids to fight against legal exploitation</li> <li>☐ Identify and list different types of</li> </ul>	Power point presentation, Smartboard	Same as above

				entrepreneurship and enterprises and assess opportunities for potential			
October 2024	14/10/2024	19/10/2024	03	Revision			

<b>Assessment Rubrics</b>	<b>Component</b>	<b>Max Marks</b>
	ISA 1	
	ISA 2	
	Practical	
	Project	
	Semester End Exam	100