

Lecture Plan									
Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa									
Name of Faculty: Ms. Sheetal Mandrekar				Subject: GOODS AND SERVICES ACCOUNTS ASSISTANT III					
Paper code: VOS608				Program: T.Y.B.Voc (BFSI)				Division:	
Academic year: 2024-2025				Semester: VI				Total Lectures: 60	
Course Objectives: . To familiarise and develop an understanding of GST and preparation of filing of returns under GST Compliances.									
Course Outcome: At the end of this programme, students will be able to: a) Identify the taxable event with respect to GST by understanding the principles of GST. b) Help in preparing and filing returns, paying taxes and look after the operational aspects related to GST Compliances									
Student Learning Outcome: Students will be able to: a) Identify the taxable event with respect to GST by understanding the principles of GST. b) Help in preparing and filing returns, paying taxes and look after the operational aspects related to GST Compliances									
Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignme nt	ICT Tools	Reference books		
DEC 2024	09/12/2024	14/12/2024	08	Calculation of Reverse Charge Mechanism • Registration under composition Scheme	Practical Problems	Hands on experience on Tally Prime 4.0	BFSI Council	Sector	Skill

	16/12/2024	21/12/2024						
JAN 2025	02/01/2025	04/01/2025	16	Calculation of Reverse Charge Mechanism • Registration under composition Scheme	Practical Problems	Hands on experience on Tally Prime 4.0	BFSI Sector Council	Skill
	06/01/2025	11/01/2025		Calculation of ITC • Calculation of Credit and Cash Ledger • Computation of Tax Liability				
	13/01/2025	18/01/2025		Calculation of ITC • Calculation of Credit and Cash Ledger • Computation of Tax Liability				
	20/01/2025	25/01/2025		Computation of TDS and TCS under GST				
	27/01/2025	31/01/2025		Computation of TDS and TCS under GST				
FEB 2025	01/02/2025	-	16	Preparation of Accounts and Other records • Preparation Tax Invoice	Practical Problems	Hands on experience on Tally Prime 4.0	BFSI Sector Council	Skill
	03/02/2025	08/02/2025		Preparation of Accounts and Other records • Preparation Tax Invoice				
	10/02/2025	15/02/2025		Prepare Documents for Registration • GST registration				
	17/02/2025	22/02/2025		Prepare Documents for Registration • GST registration				
	24/02/2025	28/02/2025		Practice Filing of GSTR with simulator				
MAR 2025	01/03/2025	-	16	Practice Filing of GSTR with simulator	Practical Problems	Hands on experience on Tally Prime 4.0	BFSI Sector Council	Skill
	03/03/2025	08/03/2025		Preparation of E-Way Bill				
	10/03/2025	15/03/2025		Preparation of E-Way Bill				
	17/03/2025	22/03/2025		Prepare Documents for legal replies				
	24/03/2025	29/03/2025		Prepare Documents for legal replies				
APR 2025	01/04/2025	05/04/2025	04	<u>Employability Skills:</u> Demonstrate how to follow environmentally sustainable practices • Role play the 21st century skills such as self-awareness, behaviour skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. In personal and professional life • Practice the use basic english for everyday conversation in different contexts, in person and over the telephone • Write short messages, notes, letters, e-mails etc. In english • Prepare a sample career development plan with short- and long-term goals, based on aptitude • Practice following verbal	Practical Problems	Hands on experience on Tally Prime 4.0	BFSI Sector Council	Skill

			and non-verbal communication etiquette and active listening techniques in various settings • Roleplay how to work collaboratively with others in a team • Roleplay how to escalate any issues related to sexual harassment at workplace according to posh act			
	07/04/2025	11/04/2025	<ul style="list-style-type: none"> • Show how to select financial institutions, products and services as per requirement • Practice how to carry out offline and online financial transactions, safely and securely • Operate digital devices and carry out basic internet operations securely and safely • Demonstrate the use of e- mail and social media platforms and virtual collaboration tools to work effectively • Practice the of use basic features of word processor, spreadsheets, and presentations • Develop a sample business plan and a work model, considering the 4ps of marketing product, price, place and promotion • Role play how to respond to customer requests and needs in a professional manner • Show how to follow appropriate hygiene and grooming standards • Create a sample professional curriculum vitae (résumé) • Practice how to search for suitable jobs using reliable offline and online sources such as employment exchange, recruitment agencies, newspapers etc. And job portals, respectively • Show how to apply to identified job openings using offline /online methods as per requirement • Demonstrate how to answer questions politely, with clarity and confidence, during recruitment and selection 			
	TOTAL LECTURES		60			

**Assessment
Rubrics**

Component	Max Marks
ISA 1	
ISA 2	

Practical	
Project	
Semester End Exam	100