

TAXATION (CODE NO. 822)

Job Role: Medical: Assistant Tax consultant / GST Accounts Assistant

CLASS XI- XII (SESSION 2019-2020)

1. COURSE OVERVIEW :

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class XI opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for Class XI& XII

2. OBJECTIVES OF THE COURSE:

- To acquaint the learners with basic principles underlying the provisions of tax laws
- To develop a broad understanding of the tax laws and accepted tax practices
- To introduce practical aspects of income tax filing of return
- To introduce aspects of tax planning as an important managerial decision making process
- To expose learners to real life situations involving taxation and equip them for taking tax-sensitive decisions

3. SALIENT FEATURES :

- Focus on conceptual knowledge on current tax laws
- Learning through practical exposure
- Building confidence to start work life by gaining required knowledge in Taxation domain
- Providing scope to pursue Taxation as specialisation in higher studies after senior secondary
- Tapping ample placement opportunities in Government and private sector

4. Curriculum

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skill subject along with general education subjects.

Theory	60 marks
Practical	40 marks
Total Marks	100 marks

The unit-wise distribution of periods and marks for Class XI is as follows:

	Units	No. of Hours for Theory and Practical 260	Max. Marks
Part A	Employability Skills		
	Unit 1: Communication Skills -III	13	10
	Unit 2: Self-management Skills - III	09	
	Unit 3: Information and Communication Technology Skills - III	06	
	Unit 4: Entrepreneurial Skills - III	16	
	Unit 5: Green Skills - III	06	
	Total	50	10
Part B	Vocational Skills		
	Unit 1: Introduction to Income Tax & important Definitions	30	10
	Unit 2: Residential status , incidence of Tax Liability & Exempted Incomes	45	10
	Unit 3: Heads of Income	75	30
	3 (I) Income from Salary		
	3(ii) Income from House Property		
	3(iii) Income from Business & Profession		
	3(iv) Income from other Sources		
	Total	150	50
Part C	Practical Work	60	
	Computation of Income under different Heads		10
	Project File		10
	Viva- Voice		20
	Total		
	Grand Total	260	100

The unit-wise distribution of periods and marks for Class XII is as follows:

	Units	No. of Hours for Theory and Practical 260	Max. Marks
Part A	Employability Skills		
	Unit 1: Communication Skills -IV	13	10
	Unit 2: Self-management Skills - IV	09	
	Unit 3: Information and Communication Technology Skills – IV	06	
	Unit 4: Entrepreneurial Skills - IV	16	
	Unit 5: Green Skills – IV	6	
	Total	50	10
Part B	Vocational Skills		
	it-1: Deductions from Gross Total Income.	40	10
	it-2: Computation of Taxi Liability of an Individual.	60	20
	it-3: TDS and Advance Payment Tax.	20	10
	it-4: Goods & Service Tax (GST)	30	10
	Total	150	50
Part C	Practical Work	60	
	Computation of Income of individuals under different heads		10
	Project Work		10
	Viva – Voice		20
	Total		40
	Grand Total	260	100

5. LIST OF EQUIPMENT AND MATERIALS

The list given below is suggestive and an exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

1. Computer
2. LCD Projector
3. Projection Screen
4. White/Black Boards
5. Flip Charts
6. Video and audio recorders

6. PRACTICAL GUIDELINES

A. Practical Guidelines of Class XI

1. MINIMUM PASS MARKS

The Minimum number of marks required to pass in each **subject as per examinations guidelines time to time**

2. Marks for record, Viva Project etc., in respect of Senior Secondary School Curriculum OF School Certificate Examination:

Marks allotted for laboratory Record, Viva Voice etc., should separately stated in the answer book (if answer-Books are used) and added to the marks given for other items. The projects and the practical records, duly punched should be returned to the students concerned immediately after evaluation.

3. Assessment of performance.

- The two examiners, **one internal and the other external**, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum** .Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.
- In the assessment and award of marks, follow strictly the marking Scheme which is given in the list of practical I.e. provided to the Examiners/Schools at the time of Examination.
- Every effort should be made to reach a consensus on the marks to be awarded to individual candidates. If a difference of one or two marks still persists even after discussion the average marks should be awarded.
- Marks awarded for Project / Practical activities, for viva, for project and for Practical files must be separately shown on the answer-book as the total.
- If irregularities are perceived by either examiner in the conduct of the Practical Examination these should be included in the examiner's report and should be sent to the Asstt. Secretary (A.B. Cell) within three days after the end of practical examination.
- The external examiner should assume responsibility of deposit of answer books & award list to the Board.
- Award lists should be signed by both the examiners and should be sent separately through messenger/personally in a double sealed cover and not mixed with the Answer-books. The answer-books can be delivered personally in the Board's office.
- The related material will be collected by the external examiner from the allotted schools.
- In other subject involving practical's, there will be only an external examiner.

Procedure for Assessment of practical project work in Taxation (Total 40 marks)

Taxation as a subject has emerged as a very important part of school curriculum. Every individual in his/her lifetime has to come across taxation at one point of time. So, it is very much imperative that knowledge about taxation should be imparted at senior secondary level. Through study of taxation, one is able to understand the rationale of paying taxes. Keeping this in mind following guidelines has been framed to assess the understanding of the theoretical knowledge amassed by the students through practical examination.

The practical component shall be divided into two parts:

Component	Marks
1. Computation of Income under different heads	10
2. Project Work	10
3. Viva- Voice	20
TOTAL	40

Computation of Income under different heads (10 Marks)

1. Numerical (10 Marks & Time Allotted: 30 minutes)

The students will be asked to solve a numerical consisting of income under all heads to be created by internal examiner and to be conducted on the practical day.

2. Project Work on GST (10 Marks)

The students are required to collect bills/ receipts for different products and services like food items, clothing, transportation etc. and identify the different types of GST paid for the same like IGST or CGST. The students are required to collect variety so as to enable them to identify different rates as laid by the Government.

3. Viva-Voice (20 Marks)

The teacher conducting the final practical examination may ask verbal questions related to the project work. Alternatively, viva may be based on questions of practical nature from the field of subject as per the Curriculum.

B. Practical Guidelines of Class XII

1. MINIMUM PASS MARKS

The Minimum number of marks required to pass in each **subject as per examinations guidelines time to time.**

2. Marks for record, Viva Project etc., in respect of Senior Secondary School Curriculum OF School Certificate Examination:

Marks allotted for laboratory Record, Viva Voice etc., should separately stated in the answer book (if answer-Books are used) and added to the marks given for other items. The projects and the practical records, duly punched should be returned to the students concerned immediately after evaluation.

3. Assessment of performance.

- The two examiners, **one internal and the other external**, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum** .Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive **MEDIOCRE** marks.
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- Every effort should be made to reach a consensus on the marks to be awarded to individual candidates. If a difference of one or two marks still persists even after discussion the average marks should be awarded.
- Marks awarded for Project / Practical activities, for viva, for project and for Practical files must be separately shown on the answer-book as the total.
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- The external examiner should assume responsibility of deposit of answer books & award list to the Board.
- Award lists should be signed by both the examiners and should be sent separately through messenger/personally in a double sealed cover and not mixed with the Answer-books. The answer-books can be delivered personally in the Board's office.
- The related material will be collected by the external examiner from the allotted schools.
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Taxation as a subject has emerged as a very important part of school curriculum. Every individual in his/her lifetime has to come across taxation at one point of time. So, it is very much imperative that knowledge about taxation should be imparted at senior secondary level.

Through study of taxation, one is able to understand the rationale of paying taxes. Keeping this in mind following guidelines has been framed to assess the understanding of the theoretical knowledge amassed by the students through practical examination.

The practical component shall be divided into two parts:

Component	Marks
1. Computation of Income of individuals under different heads	10
2. Project Work	10
2. Viva- Voice	20
TOTAL	40

Computation of Income under different heads (20 Marks)

The computation of Income under different heads shall be further divided into 10 marks each.

1. Numerical (10 Marks & Time Allotted: 30 minutes)

The students will be asked to solve a numerical consisting of income under all heads to be created by internal examiner and to be conducted on the practical day.

2. Preparation of ITR1 Form (10 Marks & Time Allotted: 30 minutes)

The students to be provided with data and asked to fill the relevant details in the ITR Form1 and prepare the return manually.

3. Viva-Voice (20 Marks)

The teacher conducting the final practical examination may ask verbal questions related to the ITR Form1 prepared manually. Alternatively, viva may be based on questions of practical nature from the field of subject as per the Curriculum.

7. CAREER OPPORTUNITIES :

Taxation is a very dynamic field and therefore has immense career opportunities after pursuing 12th in commerce. After 10th, a student can opt for commerce stream in senior secondary schooling. Government jobs in the field of taxation are quite well-paid and offer immense stability. Otherwise too, people with tax knowledge often find stable and well-paid jobs in accounts departments of corporate houses or CA firms. Tax consultancy can also generate revenue to the individual by advising their own friends and relatives and by filing their tax returns.

The Staff Selection Commission also organizes examination for graduates for Tax Assistant post every year leading to appointments at a Group 'C' Non-Gazetted ministerial post in various Commissionerates of Central Board of Direct Taxes (CBDT) and Central Board of Excise & Customs (CBEC).

8. VERTICAL MOBILITY

After 12th grade in commerce, a student can opt for graduation in commerce and take taxation as specialization.

- Chartered Accountancy
- Diploma in Taxation
- Post Graduation with taxation as specialization
- PhD in Taxation
- Some of the specializations popular in the field of taxation are:
 - Business tax consultancy: Handles all tax issues business persons grapple with on a day-to-day basis.
 - Income tax consultancy: Helps people in filing income tax returns. The clients may range from individuals to corporate.
 - GST tax consultancy: Requires proficiency in GST and tax related issues.