MAR ATHANASIUS COLLEGE (AUTONOMOUS)
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College with Potential for Excellence
NAAC Accredited and Reaccredited 'A+ Grade' Institution
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REGULATION OF THE VOCATIONAL
UNDERGRAGUATE PROGRAMME
(B.VOC. DEGREE PROGRAMME)

IN

BUSINESS ACCOUNTING AND TAXATION

(2020 ADMISSION ONWARDS)

REGULATION FOR

B.VOC BUSINESS ACCOUNTING AND TAXATION

(To be introduced from 2020 admissions)

INTRODUCTION

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Diploma/Advanced Diploma under the NSQF (National skill Qualifications framework). The B.Voc programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing B.Voc to make a meaningful participation in accelerating India"s economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

OBJECTIVE

- To provide judicious mix of skills relating to a profession and appropriate content of general education.
- To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
- To provide flexibility to students by means of pre-defined entry and multiple exit points.
- To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
- To provide vertical mobility to students coming out of:
  - ➢ 10+2 with vocational subjects
  - ➢ Community Colleges.

DEFINITIONS

B. Voc: Bachelor of Vocation- is a scheme introduced by UGC for skill development based higher education as part of college/university education.
NSQF: National Skills Qualifications Framework
Programme: A Programme refers to the entire course of study and examinations for the award of the B. Voc degree.
Semester: A term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five- day academic weeks. **Course:** Refers to the conventional paper, which is portion of the subject matter to be covered in a semester. A semester shall contain many such courses

from general and skill development areas.

Credit: B. Voc programme follows a credit semester system and each Course has an associated credit.

Grade: Uses seven-point grading system suggested by Hrdayakumari Commission to assess the students.

Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes.

Curricular Aspects and Level of Awards

Awards	Duration
Certificate	6 Months
Diploma	2 Semesters (after I^{st} year)
Advanced Diploma	4 Semesters (after 2nd year)
Degree	6 Semesters
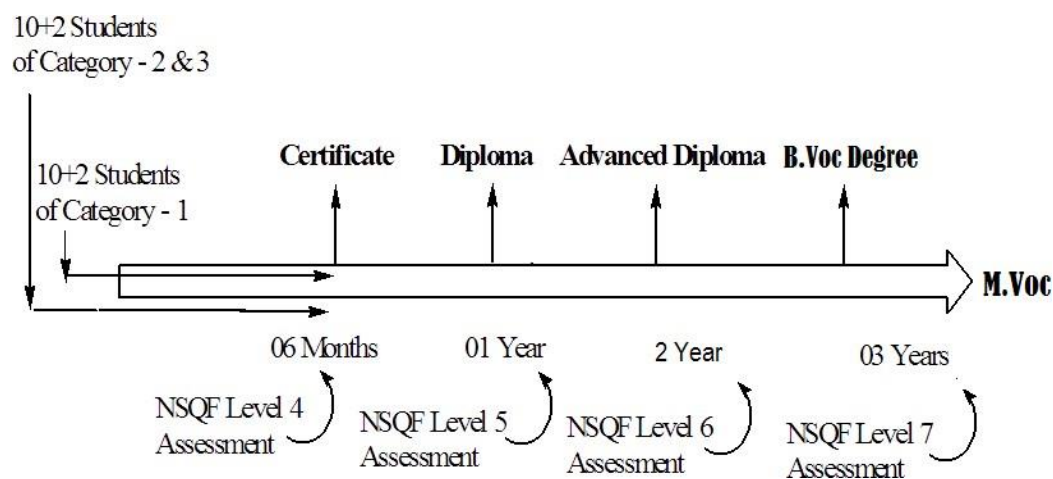
Figure 1 : Assessment of Skill Component under NSQF in Vocational Courses

Cumulative credits awarded to the learners in skill based vocational courses

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points/ Awards
4	18	12	30	One sem.	Certificate
5	36	24	60	Two sem.	Diploma
6	72	48	120	Four sem.	Advanced Diploma
7	108	72	180	Six sem.	B.Voc. Degree

The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components. As is evident from Table 2 above, the General Education Component shall have 40 % of the total credits and balance 60% credits will be of Skill Component. The Curriculum details should be finalized before introduction of the courses.

Assessment

a. The Skill component of the course will be assessed and certified by the respective Sector skill Councils. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National Accreditation Board for Certification Bodies (NABCB) set up under Quality Council of India (QCI). Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).

b. The credits for the skill component will be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in following manner.

Name of the Course	NSQF Level Certificate	Cumulative Credits
Certificate	Level – 4	18 credits
Diploma	Level – 5	36 credits
Advanced Diploma	Level – 6	72 credits
B.Voc Degree	Level – 7	108 credits

c. The general education component will be assessed by the concerned university as per the prevailing standards and procedures. The following formula may be used for the credit calculation in general education component of the courses:

    i. General Education credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops / labs.

    ii. For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials.

    iii. For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials.

d. Letter grades and grade points

Letter Grades and Grade Points: The UGC recommends a 10-point grading system with the following Letter grades as given below:

Letter Grade	Grade Point
O (Outstanding)	10
A^+ (Excellent)	9
A (Very Good)	8
B^+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Computation of SGPA and CGPA

Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) may be adopted:

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester,

ie; **SGPA** $(S_i) = \Sigma(C_i \times G_i) / \Sigma C_i$

Where, 'Ci' is the number of credits of the ith course component and 'Gi' is the grade point scored by the student in the ith course component.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

ie; **CGPA** = Σ (Ci x Si) / Σ Ci

Where 'Si' is the SGPA of the ith semester and 'Ci' is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Reference: UGC B.Voc. Guidelines

B.VOC BUSINESS ACCOUNTING AND TAXATION

Accountancy profession will never antiquate as long as money and business exist. The area of accounting always remains in demand as it is the cornerstone of every business entity. Accounting, finance and taxation is a very zestful and applied occupation. There are constant changes and up gradation in this practice. Therefore, professionals in pursuit of these careers need to constantly update themselves. At present, there is a huge demand supply gap for sure in finance education. India is reinventing itself with the introduction of hundreds of new laws such as GST, IFRS, Digital accounting, SEBI changes, rating changes and many more. The financial instruments have witnessed changed substantially, and therefore there is a discernible gap. That apart, the advent of new business models by start-ups such as Swiggy, Dunzo, Practo, Amazon and so on do not follow just the traditional practices. Having said that, we need a large number of credible and skilled accountants to give the market a boost.

The demand for accountants in India has been on a rise. This is mainly because more businesses are being established and the government has been making policies and regulations to monitor the market. As of March 2018, over 1.03 crore taxpayers have registered in GST regime. However, there are not many professional to guide these taxpayers. There is an immediate need to tap the talent and skill them in advanced tax calculations. Training in Artificial Intelligence to participate in the growing automation of auditing process is needed. Internships as an accountant help in cementing working knowledge and adding authority to your resume. Knowledge of application software such as Quickbooks, Tally or Microsoft Excel is indispensable to reconcile new age imperatives with existing competencies

Accountants, today, may require additional competencies because of the expansion of digitization to every sphere of business. Further, accounting helps a business, venture or nation plan, control and executes their budgets and expenditures, forecast revenues or turnovers, purchase new assets or take on new liabilities monitor financial health, take decisions with regard to personnel hiring or recruitment and regulate growth in the economy. Considering the vital importance of accounting work to trade, commerce and government, there is no wonder that accounting jobs never lose their significance. The proposed vocational programme in Business Accounting & Taxation will be a judicious mix of skills, professional education related to Accounting and Taxation and also appropriate content of general education. It is designed with the objective of equipping the students to cope with the emerging trends and challenges in the field of Business Accounting & Taxation. Business Accounting and Taxation program is an intensive program, designed in consultation with Industry experts with a focus to help students to become an Industry-ready accounting professional. Through this program, the student can master the most in-demand tools for a high-performing accounting career and get practical and experiential learning, along with soft skills training and Career Services

STRUCTURE OF B.VOC BUSINESS ACCOUNTING AND TAXATION

a) **Title**

   Regulations for conducting B. Voc Programme under Mahatma Gandhi University

b) **Scope**

   The regulations stated in this document shall apply to all B.Voc Programmes conducted by colleges affiliated to Mahatma Gandhi University, sanctioned by University Grants Commission with effect from 2014 admission.

c) **Definitions**

B.Voc: Bachelor of Vocation- is a scheme introduced by UGC for skill development based higher education as part of college/university education.

NSQF : National Skills Qualifications Framework

Programme: A Programme refers to the entire course of study and examinations for the award of the B. Voc degree.

Semester: A term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five- day academic weeks.

Course: Refers to the conventional paper, which is portion of the subject matter to be covered in a semester. A semester shall contain many such courses from general and skill development areas.

Credit: B. Voc programme follows a credit semester system and each Course has an associated credit.

Grade: Uses seven point grading system suggested by Hrdayakumari Commission to assess the students.

Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes.

Eligibility for Admission

Eligibility for admissions and reservation of seats for B.Voc Business Accounting And Taxation shall be according to the rules that no student shall be eligible for admission to .Voc Business Accounting And Taxation unless he/she has successfully completed the examination conducted by a Board/ University at the +2 level of schooling in Commerce stream. The total no.of seats allotted is 30.

Levels of Awards

B. Voc. Business Accounting And Taxation is a programme with multiple exit points.

Awards	Duration
Certificate	6 Months
Diploma	2 Semesters (after Ist year)
Advanced Diploma	4 Semesters (after 2nd year)
Degree	6 Semesters

Duration of the Course

Duration of B. .Voc Business Accounting And Taxation programme shall be 6

semesters distributed over a period of 3 academic years. Each semester shall have 90 working days inclusive of all examinations.

The duration of B.Voc programmes shall be **6 Semesters**.

The duration of odd semesters shall be from **June to October** and that of even semesters from **November to March.** There shall be three days semester break after odd semesters and two months vacation during April and May in every academic year.

A Student may be permitted to complete the Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

The certification levels will lead to Diploma /Advanced Diploma /B.Voc. Degree and will be offered under the aegis of the University as outlined in the Table given below

Awards	Duration
Diploma	2 semester
Advanced Diploma	4 semester
B.Voc.Degree	6 semester

Nature of the Course

a) No open course is envisaged

b) No Electives are included

c) Total credits is 180

d) Working hours per week is 25 hours

e) All vocational subjects are treated as core course.

f) Multiple exit points are permitted.

g) A candidate who failed in a semester may get two supplementary chances. Only failed papers are to be written in the supplementary examination.

Readmission

Readmission will be allowed as per the prevailing rules and regulations of the university.

There shall be 3 level monitoring committees for the successful conduct of the scheme. They are –

1. Department Level Monitoring Committee (DLMC),comprising HOD and two senior-most teachers as members.

2. College Level Monitoring Committee (CLMC),comprising Principal, Dept.Co – ordinator and A.O/Superintendent as members.

3. University Level Monitoring Committee (ULMC),headed by the Vice – Chancellor and Pro –Vice – Chancellor ,Convenors of Syndicate subcommittees on Examination, Academic Affairs and Staff and Registrar as members and the Controller of Examinations as member-secretary.

Programme Structure

The B. Voc. Food Processing Technology shall include:

a) Language courses (English)
b) General Education Components
c) Skill Components
d) Internship
e) Field Visits
f) Project
g) Soft Skills and Personality Development Programmes
h) Study tour.

Scheme of Courses

Scheme of distribution of credits for courses

Sl. No.	Courses	No. of Papers	Credits
1.	General Education Components (+ English)	16	72
2.	Skill Components	22	78
3.	Project	2	12
4.	Internship	3	18
Total		**43**	**180**

Course Code

A nine character Course code is assigned to each course. The first character indicates the discipline, second, third and fourth character indicates the programme, fifth and sixth specifies types of course category, seventh for semester and next two characters for serial no of the course

Eg: VBATCC101

V	□□ Vocational Studies
BAT	□□ Business Accounting and Taxation
CC/GC/SC	□□ Common Course(CC)/General Course(G)/ Skill Course(SC)
1	□□ Semester
01	□□ Serial number of the course

EXAMINATIONS

The evaluation of each course shall contain two parts:

(i) Internal or In-Semester Assessment (ISA)
(ii) External or End-Semester Assessment (ESA)

- The internal to external assessment ratio shall be 1:4.
- Both internal and external marks are to be rounded to the next integer.
- rades are given **on a 7-point scale** based on the total Percentage of marks,

(ISA+ESA) as given below: -

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A$^+$ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B$^+$ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

Note: Decimal are to be rounded to the next whole number

CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the formula

CP = C × GP, where C = Credit; GP = Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula: -
SGPA = TCP/TC, where TCP is the Total Credit Point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula: -
CGPA = TCP/TC, where TCP is the Total Credit Point of that programme.

Grade Point Average (GPA) of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula: -

GPA = TCP/TC, where TCP is the Total Credit Point of a category of course. TC is the total credit of that category of course

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA.

CPA

GPA	Grade
9.5 and above	**S Outstanding**
8.5 to below 9.5	**A+ Excellent**
7.5 to below 8.5	**A Very Good**
6.5 to below 7.5	**B+ Good**
5.5 to below 6.5	**B Above Average**
4.5 to below 5.5	**C Satisfactory**
3.5 to below 4.5	**D Pass**
Below 3.5	**F Failure**

MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the College at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

For all Theory Courses

      a)   **Marks of external Examination**   **:**   **80**

      b)   **Marks of internal evaluation**   **:**   **20**

Components of Internal Evaluation–Theory	Marks
Attendance	5
Assignment/Seminar/Viva	5
Test paper (s)(1or2) $(1\times10=10; 2\times5=10)$	10
Total	20

For all Practical Courses total marks for external evaluation is 80 and total marks for internal evaluation is 20.

For all Practical Courses

      a)   **Marks of external Examination**   **:**   **80**

      b)   **Marks of internal evaluation**   **:**   **20**

Components of Internal Evaluation–Practical	Marks
Attendance	5
Record	5
Skill Test	5
Lab Performance / Punctuality	5
Total	20

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

PROJECT EVALUATION

a) **Marks of external Examination** : **80**
b) **Marks of internal evaluation** : **20**

Components of Internal Evaluation	Marks
Punctuality	5
Experimentation/Data Collection	5
Skill Acquired	5
Report	5
Total	**20**

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Components of External Evaluation	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	**80**

(Decimals are to be rounded to the next higher whole number)

INTERNSHIP

After the completion of every even semester, the student will undergo minimum of two weeks Internship Programme in an Industry, having a good exposure in the concerned skill (Established at least two years prior), capable of delivering the skill sets to the students.

At the end of the Internship, the students should prepare a comprehensive report.

Attendance Evaluation for all papers

Attendance Percentage	Marks
Lessthan75%	1Mark
75%&lessthan80%	2Marks
80%&lessthan85%	3Marks
85%&lessthan90%	4Marks
90%&above	5Marks

(Decimals are to be rounded to the next higher whole number)

ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment per course per semester should be submitted for evaluation.

INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

GRIEVANCE REDRESSAL MECHANISM

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level:

> The Department cell chaired by the Nodal Officer/HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: **College level**

> A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: **University Level**

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member- secretary.

The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

EXTERNAL EXAMINATION

The external examination of all semesters shall be conducted by the University at the end of each semester.

- Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the **semester** along with the next batch after obtaining readmission.
- Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.
- Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.
- There will be no supplementary exams. For reappearance/ improvement, the students can appear along with the next batch.
- Student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.

PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

Pattern of questions for External examination–Theory paper

Question Type	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Very short answer type	12	10	2	20
Short answer(Nottoexceed60words)	9	6	5	30
Long essay	4	2	15	30
TOTAL	**25**	**18**		**80**

Pattern of questions for external examination with Practical

Question Type	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Theory Assessment- Short Answer Type	8	5	4	20
Skill Assessment- Practical	1	1	60	60
TOTAL	**9**	**6**		**80**

Mark division for external LAB examination

Record	Theory/ Procedure/ Design	Activity/ Neatness	Result	Viva	Total
10	10	20	10	10	60