

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

## **CURRICULUM FOR SESSION 2024-2025**

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### **TAXATION- XI & XII (SUBJECT CODE - 822)**

**Job Role: Assistant Tax Consultant / GST Accounts Assistant**

#### **OBJECTIVES OF THE COURSE:**

**Following are the main objectives of this 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

#### **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 specialization in higher studies after senior secondary
- Tapping ample placement opportunities in Government and private sector

#### **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.

#### **Teaching/Training Aids:**

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

### **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 Commissioner rates of Central Board of Direct Taxes (CBDT) and Central Board of Excise & Customs (CBEC).

### **VERTICAL MOBILITY:**

After 12th grade in commerce, a student can opt for graduation in commerce and take taxation as specialization; following career options are available in field:

- 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

### **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 Skills subject along with other subjects

# TAXATION (SUBJECT CODE - 822)

## Class XI (Session 2024-2025)

Total Marks: 100 (Theory-60 + Practical -40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
<b>Part A</b>	<b>Employability Skills</b>		
	Unit 1 : Communication Skills-III	13	2
	Unit 2 : Self-Management Skills-III	07	2
	Unit 3 : ICT Skills-III	13	2
	Unit 4 : Entrepreneurial Skills-III	10	2
	Unit 5 : Green Skills-III	07	2
	<b>Total</b>	<b>50</b>	<b>10</b>
<b>Part B</b>	<b>Subject Specific Skills</b>		
	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 3 (i) Income from Salary 3 (ii) Income from House Property 3(iii) Income from Business & Profession 3(iv) Income from other Sources	75	30
	<b>Total</b>	<b>150</b>	<b>50</b>
<b>Part C</b>	<b>Practical Work</b>		
	Project	60	10
	Viva		05
	Practical File		10
	Demonstration of skill competency via Lab Activities		15
	<b>Total</b>	<b>60</b>	<b>40</b>
	<b>GRAND TOTAL</b>	<b>260</b>	<b>100</b>

**NOTE: The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website**

## **PRACTICAL GUIDELINES FOR CLASS XI**

### **Assessment of performance:**

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Senior Secondary School Curriculum (Under NSQF). 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.

### **Procedure for Record of Marks in the Practical answer-books:**

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads:-

#### **Project -10 marks**

Projects for the final practical are given below. Student may be assigned

#### **Viva based on Project -05 marks**

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum.

#### **Practical File -15 Marks**

Students to make a PowerPoint presentation/ assignment/ practical file/ report. Instructor shall assign them any outlet to study the elements in taxation.

#### **Suggested list of Practical –**

1. Collecting of information about the sources of income and calculate the tentative tax payable by them for the relevant financial year.
2. Visit few business firms and collect the information about one Income and Expenditure relative to business and determine one taxable income and liabilities.

3. Determine the Income from House Property of known person.
4. Identify the different types of Income in a family and put these incomes according to the taxability i.e. Exempt and Taxable, Source of Income etc.
5. Determine the Income from House Property of your known person who is living in his own house for a part of previous year and for the remaining part of the previous year he has let out his house.
6. Make a survey of a person who is retired and invest in various securities and also earns money in games and puzzles. Examine the Tax Implications to such person considering his residential status.
7. Visit to a person who is working in a Private Company and has been provided the facility of Car by the employer. Compute his total income and Tax Liability.
8. Visit to a person who is working in a Public Sector Company and has been provided the facility of Car by the employer. Compute his total income and Tax Liability.
9. Visit to a person who is just retired from services and has got the amount of encashment of earned leave. Compute his total income and Tax Liability.
10. Visit to a person who is just retired from services and has got the commuted value of pension. Compute his total income and Tax Liability.
11. Visit to a person who is just retired from services and has got the commuted value of pension. Compute his total income and Tax Liability.
12. Visit to a person who is just retired from services and has got the amount of gratuity. Compute his total income and Tax Liability.
13. Visit to a person who is working in a Government Organization and has three children who are studying in a private Institution and residing in Hostel also. Compute his total income and Tax Liability.

### **Demonstration of skill competency in Lab Activities -10 marks**

#### **Guidelines for Project Preparation:**

**The final project work should encompass chapters on:**

- a) Introduction,
- b) Identification of core and advance issues,
- c) Learning and understanding and
- d) Observation during the project period.

# TAXATION (SUBJECT CODE - 822)

## Class XII (Session 2024-2025)

Total Marks: 100 (Theory-60 + Practical -40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
PART A	<b>Employability Skills</b>		
	Unit 1 : Communication Skills-IV	13	2
	Unit 2 : Self-Management Skills-IV	07	2
	Unit 3 : ICT Skills-IV	13	2
	Unit 4 : Entrepreneurial Skills-IV	10	2
	Unit 5 : Green Skills-IV	07	2
	<b>Total</b>	<b>50</b>	<b>10</b>
PART B	<b>Subject Specific Skills</b>		
	IT-1: Deductions from Gross Total Income	40	10
	IT-2: Computation of Tax Liability of an Individual	60	20
	IT-3: TDS and Advance Payment Tax.	20	10
	IT-4: Goods & Service Tax (GST)	30	10
	<b>Total</b>	<b>150</b>	<b>50</b>
PART C	<b>Practical Work</b>		
	Project	60	10
	Viva		05
	Practical File		10
	Demonstration of skill competency via Lab Activities		15
	<b>Total</b>	<b>60</b>	<b>40</b>
	<b>GRAND TOTAL</b>	<b>260</b>	<b>100</b>

### DETAILED CURRICULUM/ TOPICS:

#### Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology SkillsIV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV	07
	<b>TOTAL DURATION</b>	<b>50</b>

The detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

#### Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	IT-1: Deductions from Gross Total Income	40
2.	IT-2: Computation of Tax Liability of an Individual	60
3.	IT-3: TDS and Advance Payment Tax.	20
4.	IT-4: Goods & Service Tax (GST)	30
	<b>TOTAL DURATION</b>	<b>150</b>

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
1. Deduction From Gross Total Income	1.1 Introduction: Basic Rules Governing Deduction & Deduction In Respect Of Some Payments	<b>Session:</b> Discussion related to deduction.
		<b>Session:</b> Discussion of deduction 80C to 80GGC with practical example
	1.2 Basic Overview Of Deductions In Respect Of Certain Incomes & Deduction 80qqb, 80rrb, 80tta & 80u:	<b>Session:</b> Discussion of deduction 80IA to 80P
		<b>Session:</b> Discussion of deduction related to disability, royalty, patents and saving bank account interest.

2. Computation Of Tax Liability Of An Individual	2.1 Introduction : Calculation Of Tax Liability Of Individual	<b>Session:</b> Discussion related to rules related to computation of tax liability.
		<b>Session:</b> Discussion on Practical problems.

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
3. TDS And Advance Payment of Tax	3.1 Tax Deducted At Source	<b>Session:</b> Introduction of various ways for collection and recovery of income-tax and TDS. Discussion of the provisions relating to deduction of tax at source in respect of different incomes. <ul style="list-style-type: none"> <li>• Collection and analysis of TDS returns of various taxpayers such as salaried employee, corporate assessee, etc.</li> <li>• Acquaint with various provisions related to lower or non-deduction, duties of persons deducting tax at source and rights of tax payers, possible defaults and prosecution proceedings, etc.</li> </ul>
	3.2 Advance Payment Of Tax	<b>Session:</b> Acquaint with the concept advance payment of tax. <ul style="list-style-type: none"> <li>• Discussion of provisions of Presumptive Taxation Scheme.</li> <li>• Discussion of method to calculate the liability of advance tax on due date.</li> <li>• Discussion of the role of Assessing officer.</li> </ul>
4. Goods And Service Tax (GST)	4.1 Meaning Of Direct Tax And GST	<b>Session:</b> Introduction of various types of Indirect Taxes prior to coming of GST on 01/07/2017
	4.2 Introduction To GST	<b>Session:</b> Discussion on the various taxes and tax rates under the pre - GST system. <ul style="list-style-type: none"> <li>• Discussion on meaning and objectives of GST.</li> <li>• Discussion of various features of GST Law (CGST Act &amp; SGST Act of any state).</li> <li>• Discussion on the advantages and the challenges of GST.</li> <li>• Discussion on the dual GST and IGST calculation.</li> <li>• Discussion on various types of Returns in GST.</li> </ul>



## **PRACTICAL GUIDELINES FOR CLASS XII**

### **Assessment of performance:**

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#### **Practical File -15 Marks**

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in taxation.

#### **Suggested list of Practical –**

- 1 Contact to five persons and find out their investment which can qualify for deduction.
- 2 Contact to any three persons who are having taxable Income and determine their taxable Income and compute estimate tax liabilities.

- 3 Visit any firm or company which are having 10 or more employees and identify how the provision of TDS are applied to them.
- 4 Visit any firm trading/ business firm and find out the easiness of their business through the GST provisions.
- 5 Visit any professional or firm who are involved in providing services and find out the easiness of their business through the GST provisions.
- 6 Visit any firm or company and identify how the provisions of payment of advance Tax are applied to them.
- 7 Contact to any three persons who are having taxable Income from business and determine their taxable Income and compute estimate tax liabilities.
- 8 Login to any account registered with [www.incometax.gov.in](http://www.incometax.gov.in); See the various types of forms and returns from the menus available on the website.
- 9 Open any government of India Tax calculator. Feed the values for a salaried employee and see the deductions and tax calculations.
- 10 Identify and collect the different forms of return of GST which are applicable to a sole trader.

### **Demonstration of skill competency in Lab Activities -10 marks**

#### **Guidelines for Project Preparation:**

#### **The final project work should encompass chapters on:**

- a. Introduction,
- b. Identification of core and advance issues,
- c. Learning and understanding and
- d. Observation during the project period.