



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Practical Accounting and Tax (DPATP) & TALLY

Course / Subject Code : BV01008081

Course / Subject Name : Documentation Clerk

w. e. f. Academic Year:	2024-25
Semester:	1
Category of the Course:	On Job Training

Prerequisite:	Passion to Learn
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Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Understand Documentation, its Importance and Documentation for Accounting & Taxation
02	Understand Documentation Process, the Requirement of various documents and Create Check List of Documents required for Accounting & Taxation
03	Conduct Document Collection Process
04	Manage Filing System

Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
0	0	12	6	0	0	100	100	200

Course Content:

Sr. No.	Content	Hrs.
1.	Documentation What Is Documentation Importance of Documentation Documentation for Accounting & Taxation	10



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2.	Process of Documentation Understanding Documentation Process Understanding Requirement of various documents for Accounting Creating Check List of Documents required for Accounting Understanding Requirement of various documents for Taxation Creating Check List of Documents required for Taxation	30
3.	Document Collection Collection from Client Offices Collection from Bankers Collection from Various Parties of Clients like customers of client, suppliers of client, etc	80
4.	File Creation and Maintenance Type of files to be maintained Creating Different Files Updating Files Periodically Understanding File maintenance System Maintaining Files	80
	Total	200
