



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Practical Accounting & Tax (DPATP) & Tally

Course / Subject Code : BV03008081

Course / Subject Name : Assistant GST Return filing Practices

w. e. f. Academic Year:	2025-26
Semester:	3
Category of the Course:	On Job Training

Prerequisite:	Basic Knowledge of GST
Rationale:	GST return filing is a crucial task and assisting in this task of GST return preparation includes communicating with client's accounts department, collecting the required data and filing within the due date.

Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Maintaining remainders system for due dates of return filing.
02	Learning communicating with clients and their accounts department.
03	GST filing

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)	
3	0	0	12	0	0	100	100	200

Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	Communicating with clients and their accounts department	75	35
2.	Verifying Purchase and Sales bills or Data received from client	75	35
3.	Uploading finalized excel sheets on GST Portal	50	30
	Total	200	100
