



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Practical Accounting and Tax (DPATP)& Tally

Course / Subject Code : BV04008071

Course / Subject Name : Assistant Income Tax Executive

w. e. f. Academic Year:	2025-26
Semester:	4
Category of the Course:	On Job Training (OJT)

Prerequisite:	Working Knowledge of Income Tax
Rationale:	This course will help students gain working experience of providing PAN Card and IT Return filing Services.

Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Work out Details for PAN Card Application
02	Process Application for PAN Card
03	Work out Details for Various Income Tax Returns Preparation
04	File Various Income Tax Returns

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	30	15	-	-	100	100	200

Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	Collecting Details for PAN Card Application	25	25
2.	Applying for PAN Card for clients	15	25
3.	Collecting Details for Various Income Tax Returns Preparation	100	25
4.	Filing Various Income Tax Returns	60	25
	Total	200	100
