

**ADD-ON-VOC TAXATION PROCEDURES & PRACTICES**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**

**SYNOPSIS OF SYLLABUS**

**(w.e.f. 2018-2019)**

**Learning Objectives :**

1. To acquire competence in field of concepts, computations and provisions of Direct and Indirect Taxes.
2. To acquire competence in field of compliance forms, payments, returns under applicable provisions of Direct and Indirect Taxes.
3. To equip student with capabilities to develop own independent processing unit in field of Direct Tax and Indirect Tax.

**ADD-ON-VOC TOURISM & TRAVEL MANAGEMENT**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**

**SYNOPSIS OF SYLLABUS**

**(w.e.f. 2018-2019)**

**PAPER – I**

**TOURISM PRODUCT AND BUSINESS**

**OBJECTIVES OF THE COURSE :**

- Understand the concept of tourism product
- Know the elements of tourism product
- Understanding basic process of developing the tourism product
- Know the components of tourism product
- Understanding concept of branding and marketing the tourism product

**ADD-ON-VOC COMPUTER APPLICATION**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**  
**SYNOPSIS OF SYLLABUS**  
**(w.e.f. 2018-2019)**

**LEARNING OBJECTIVES :**

1. To enable students in developing effective designs and solutions for specific computer based problems.
2. To get hands on experience in software development tools, software system and modern computing platforms.

**ADD-ON-VOC E-COMMERCE**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**  
**SYNOPSIS OF SYLLABUS**  
**(w.e.f. 2018-2019)**

**LEARNING OBJECTIVE :**

1. To enable students to be covenants with different aspects of computer systems and have working knowledge in MS-OFFICE SUIT and Managerial Skills.
2. To get hands on experience in software development tools, software system and modern computing platforms.

**ADD-ON-VOC PRINCIPLES AND PRACTICES OF INSURANCE**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**  
**SYNOPSIS OF SYLLABUS**  
**(w.e.f. 2018-2019)**

**Learning Objectives :**

This course intends to provide basic understanding of the insurance mechanism. It will enable students to understand and gain insights of various insurance fields and managerial practices through practical training.

**ADD-ON-VOC TAXATION PROCEDURES & PRACTICES**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**

**SYNOPSIS OF SYLLABUS**

**(w.e.f. 2018-2019)**

**Learning Objectives :**

1. To acquire competence in field of concepts, computations and provisions of Direct and Indirect Taxes.
2. To acquire competence in field of compliance forms, payments, returns under applicable provisions of Direct and Indirect Taxes.
3. To equip student with capabilities to develop own independent processing unit in field of Direct Tax and Indirect Tax.

**ADD-ON-VOC TOURISM & TRAVEL MANAGEMENT**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**

**SYNOPSIS OF SYLLABUS**

**(w.e.f. 2018-2019)**

**PAPER – I**

**TOURISM PRODUCT AND BUSINESS**

**OBJECTIVES OF THE COURSE :**

- Understand the concept of tourism product
- Know the elements of tourism product
- Understanding basic process of developing the tourism product
- Know the components of tourism product
- Understanding concept of branding and marketing the tourism product

**ADD-ON-VOC COMPUTER APPLICATION**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**  
**SYNOPSIS OF SYLLABUS**  
**(w.e.f. 2018-2019)**

**LEARNING OBJECTIVES :**

1. To enable students in developing effective designs and solutions for specific computer based problems.
2. To get hands on experience in software development tools, software system and modern computing platforms.

**ADD-ON-VOC E-COMMERCE**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**  
**SYNOPSIS OF SYLLABUS**  
**(w.e.f. 2018-2019)**

**LEARNING OBJECTIVE :**

1. To enable students to be covenants with different aspects of computer systems and have working knowledge in MS-OFFICE SUIT and Managerial Skills.
2. To get hands on experience in software development tools, software system and modern computing platforms.

**ADD-ON-VOC PRINCIPLES AND PRACTICES OF INSURANCE**  
**CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA COURSE**  
**SYNOPSIS OF SYLLABUS**  
**(w.e.f. 2018-2019)**

**Learning Objectives :**

This course intends to provide basic understanding of the insurance mechanism. It will enable students to understand and gain insights of various insurance fields and managerial practices through practical training.