

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

K. Madhavarao

Name of the College:

G.D.C. For (Men) Srikakulam

Registration Number:

2122001067061

Period of Internship:

From: 18-08-2023 To: 30-09-2023

Name & Address of the Intern Organization

Income Tax department,
Srikakulam, Krishna
street.

DR. B. R. AMBekar **University**
YEAR

An Internship Report on
Income Tax department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of Commerce B.COM (General)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of
Government degree college (Men) srirakulam

(Name of the College)

Submitted by:

k. madhavayao

(Name of the Student)

Reg.No: 2122001067061

Department of
Commerce department G.D.C for (Men) srirakulam

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

I, k. madhavayao a student of B.COM (General)
Program, Reg. No. 2122001067061 of the Department of COMMERCE
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in SHYAM (Auditor) (Name of
the intern organization) under the Faculty Guideship of
k. chinna yao (Name of the Faculty Guide); Department of
COMMERCE, GOVT. Degree college for Men
(Name of the College)

k. madhav
(Signature and Date)

Official Certification

This is to certify that Koyyana madhavayao (Name of the student) Reg. No. 2122001067061 has completed his/her Internship in v. Shyamasunder (Audit) (Name of the Intern Organization) on Taxation (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (General) in the Department of Govt. Degree college for Men Srikakulam (Name of the College).

This is accepted for evaluation.

Endorsements

K. Chh
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal



T.V. Syama Sundar
(Signatory with Date and Seal)

T.V. SYAMA SUNDAR, B.Com.,
Income Tax Practitioner
6-1-27, Palakonda Road
SRIKAKULAM - 532 001
Andhra Pradesh

Certificate from Intern Organization

This is to certify that Taxation (Name of the intern) Reg. No. 2122001067061 of Govt. Desai College for Men, Srikakulam (Name of the College) underwent internship in T.V. Syama Sundar (Auditor) (Name of the Intern Organization) from 18-8-2023 to 30-9-2023.

The overall performance of the intern during his/her internship is found to be (Satisfactory/Not Satisfactory).




Authorized Signatory with Date and Seal

T.V. SYAMA SUNDAR, B.Com.
Income Tax Practitioner
6-1-27, Palakonda Road
SRIKAKULAM - 532 001
Andhra Pradesh

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

Introduction:- A table of income, expence, Assets, liabilities of business form is called accounts. The every company prefers those accounts by the transactions done between 1st APR - 31 MAR, IN trail balance size there is two ways to Prepare the Accounts in first way.

At present we have a tax regime for goods and services with the following.

- i) the taxing event for taxes Levied by centre and taxes Levied by states are different for example taxing event for excise is many factors, whereas taxing event for VAT is sales.
- ii) The value on which these taxes are cost is also different.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

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ission:- To become a futureed n/u which provides reliable, efficient and robust-IT Backbone for the smooth factioning for of GST.

ission:- Provide common and shared IT infra structure and services to the central and state governments, to provide exceptional financial and professional services while Maintaining the highest levels of integrity and professionalism tax payers and other stakeholders for implementation of the goods & service tax.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I had undergone my internship "In Shyam Sunder Rao and Company, "Perishna Park" Sykalakulam-532001" In the department of taxation I used computer to do work. Trail balance preparation I get more knowledge about taxation and TDR. transactions Account wise and deposits. house loans and Business partnership and deposits. I understand the basic knowledge about process of Loans. Company sales and purchase in CA part of internship we learn more things, i.e. how to interact with others how to do group discussions the internship is very useful to the students through this internship I get knowledge about what I do in future it is useful to the students.

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ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today we learn about calculate the balance of each of the Ledger Accounts.	calculate the balances	NSZ
Day - 2	Today we learn about Record debit or credit balances	record debit or credit balances	NSZ
Day - 3	Today we learn about calculate debit column	calculate debit column.	NSZ
Day - 4	Today we learn about calculate credit column	calculate credit column	NSZ
Day - 5	Today we learn about check if debit is equal to credit	check if debit is equal to credit	NSZ
Day - 6	Today we learn about these two columns should match.	These two columns should match.	NSZ

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

The financial balance report is an accounting report that shows the closing balance of the General ledger accounts.

The balances of the ledgers are added to the debit and credit columns. The total of these two columns should match.

i) calculate the balances of each of the ledger accounts.

ii) Record Debit or credit balances in trial balance.

iii) calculate total of the debit column.

iv) calculate total of the credit column.

v) check if debit is equal to credit.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today we learn about Document identification number	document identification number	POZ
Day - 2	Today we learn about generate UDIN	generate UDIN	POZ
Day - 3	Today we learn about need of UDIN	Need of UDIN	POZ
Day - 4	Today we learn about checking & UDIN	checking UDIN	POZ
Day - 5	Today we learn about meaning & useful of UDIN	meaning & useful of UDIN	POZ
Day - 6	Today we learn about update UDIN	update UDIN	POZ

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- * UDIN is the unique document identification number generated on the official website of UDIN.
- * It's the unique identification number given to every certificate and legal document attested by the respective chartered Accountant (CA)
- * Go to the official website of institute of chartered Accountant (CA)
- * Select on "first time sign up" then type your 6 digit membership number, date of birth and enrolment date, then click the "send OTP" button.
- * The click on the "generate UDIN" option on the screen respectively.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today we learn about Voucher entries	Voucher entering	RSZ
Day - 2	Today we learn about GST calculation	GST calculation	RSZ
Day - 3	Today we learn about entered the sales data	Sales entering	RSZ
Day - 4	Today I practical The company creation & voucher entries.	COMPANY creation	RSZ
Day - 5	Today we learn about Ledger creation.	Ledger creation	RSZ
Day - 6	Today we learn about how to entered Purchases.	Purchase entering.	RSZ

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Gateways of Tally:

Masters

Create

Alter

charts of Accounts

Transactions:-

Voucher

Day Book

Utilities:-

Banking

Reports:-

Balance sheet

Profit & Loss account

Stock Summary

Ratio Analysis

Display more reports

Quit

Bank statement Analysis:-

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today Learn about columns of the account activity section	columns of the account activity section.	NO 2
Day - 2	Today we learn about the data of the transaction.	The data of the transaction	NO 2
Day - 3	Today we learn about debit balance	Debit Balance	NO 2
Day - 4	Today we learn about credit balance	credit Balance.	NO 2
Day - 5	Today we learn about running balance	Running Balance.	NO 2
Day - 6	Today we learn about including any interest payments	Including Any interest Payments.	NO 2

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

* familiarize yourself with the various columns of the Account creditability section.

* column's commonly include the data of the transaction a description of the activity. debit (subtraction), credit. (addition) and the running balance.

* some banks may separate the withdrawals from the deposits, including any interest payments.

ACTIVITY LOG FOR THE FIFTH WEEK

Balance sheet preparation

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today we learn about Reporting data and Period	Reporting data and Period	ROS
Day - 2	Today we learn about I observed Assets . section.	I am observing Assets section.	ROS
Day - 3	Today we learn about - I observed Liabilities section	I observed Liabilities section.	ROS
Day - 4	Today we learn about - calculate share holder's equity.	calculate shareholder's equity.	ROS
Day - 5	Today we learn about to add total Liabilities	To add total Liabilities	ROS
Day - 6	Today we learn about Add total share holder's equity and compare to Assets.	Add total share holder's equity & compare to Assets.	ROS

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- i) Determine the reporting and period.
- ii) identify your Assets.
- iii) identify your Liabilities.
- iv) calculate shareholder's equity.
- v) Add total Liabilities to total shareholder's equity and compare to Assets.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Today we learn about income tax returns filing	income Tax return's filing	NS
Day - 2	today we learn about e-filing Portal	e-Filing: Portal.	NS
Day - 3	today we learn about e-filing of ITR	e-filing of ITR	NS
Day - 4	Today we learn about - e-filing of ITR	e-filing of ITR.	NS
Day - 5	Today we learn about offline downloading	offline downloading	NS
Day - 6	Today we learn about online upload	online uploading	NS

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

The Final balance report is an accounting report that shows the closing balance of the general ledger accounts. The balance of the ledgers are added to the debit and credit columns. The total of these two columns should match.

- i) calculate the balances of each of the ledger accounts.
- ii) Record Debit or credit balance in Final balance.
- iii) calculate total of the debit column.
- iv) calculate total of the credit column.
- v) Check if debit is equal to credit.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

* Always do the work than.

* Making good use of time.

* Good commitments.

* Making decisions together.

* Decision making quickly.

* understanding together.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

I have acquired some job related skills like:-

* How to calculate GST from any product.

* How inserted data of a company.

* How to use whatsapp web in a pc

* How to prepare my own resume.

* How to Print cheques.

* How to send mails.

* How to entered bills of a company.

* And also acquired good communication skills.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

* Everyone is planning together.

* time Management.

* Decision Making quickly.

* Group Discussions.

* understanding together.

* improved competencies.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

* I have improved my communication skills.

* I have improved written communication.

* I have acquired how to start the conversation and closing also.

* I observed how to understand others.

* I observed how to maintain office commitments.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

* Respect the contribution of other speakers.

* Listen well to the ideas of other speakers, you will learn something.

* Acknowledge what you find interesting.

* Remember that a discussion not a fight.

* Respect differing views.

* Think about your contribution before you speak.

* Try to stick to the discussion topic.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

I have acquired various digital technologies relevant to our job role like....

* Good communication skills.

* Time management skills.

* Typing skills.

* Data entering skills.

* Preparing our own resume.

Student Self Evaluation of the Short-Term Internship

Student Name: Korayana madhavayao Registration No: 2122001067061
Term of Internship: From: 18-08-2023 To: 30-09-2023
Date of Evaluation: Shyam Sundar (Auditor)
Organization Name & Address: Krishna Park Srirakulay

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

K. Madhav
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Koyyana madhavayao Registration No: 2122001067061

Term of Internship: From: 18-08-2023 To: 30-09-2023

Date of Evaluation:

Organization Name & Address: shyam sundex (Audit) Krishna Park (SKLM)

Name & Address of the Supervisor with Mobile Number S. Sundex (Audit) Krishna Park (SKLM)
9246631876

Please rate the student's performance in the following areas:


Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
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15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Page No:


Signature of the Supervisor
T.V.SYAMA SUNDAR, B.Com.,
Income Tax Practitioner
6-1-27, Palakonda Road
SRIKAKULAM - 532 001
Andhra Pradesh

PHOTOS & VIDEO LINKS



Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.