

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: BACCHU, Durga prasad

Name of the College: Government degree college (men) Srikakulam

Registration Number: 2122c0670005

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

Name & Address of the Intern Organization Commercial tax office
Srikakulam

YEAR **University**

An Internship Report on

SHORT - TERM INTERNSHIP

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BBA

Under the Faculty Guideship of

N. BALA KRISHNIA

(Name of the Faculty Guide)

Department of

Commerce and management

(Name of the College)

Submitted by:

Bacchu Durga Prasad

(Name of the Student)

Reg.No: 2122001070005

Department of

govt. Degree college (men)

(Name of the College)

Student's Declaration

I, B. Durga Prasad a student of _____
Program, Reg. No. 2102001070003 of the Department of BBA (Hons Degree) ^(Interp. 1st year)
College do hereby declare that I have completed the mandatory internship
from 12-12-22 to 30-01-23 in (CTO) Lakshmi Narayana ²⁰¹⁷⁻¹⁸ (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
(BBA), Govt Degree College (M.C.L.)
(Name of the College)

B. Durga Prasad
(Signature and Date)

Certificate from Intern Organization

This is to certify that Bacchu Durgaprasad (Name of the intern)
Reg. No 2122001070005 of Govt. Degree College for Men (Name of the
College) underwent internship in Commercial Tax Office, Sriakulam (Name of the
Intern Organization) from 18.08.2023 to 30.09.2023

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


Authorized Signatory with Date and Seal
Asst. Commissioner of State Tax
SRIKAKULAM Circle

Acknowledgements

First I would like to thank > the
rector of [] for giving me the opportunity to do an internship within the organization.
I also would like all the people that worked along with me [] with their patience and openness they created an enjoyable working environment.

It indeed with a great sense of pleasure and immense sense of gratitude that I acknowledge the help of these individuals.

I am highly indebted to Director [] and Principal [] for the facilities provided to accomplish this internship.

I would like to thank my head of the department [] for his constructive criticisms throughout my internship.

I would like to thank [], college Internship Coordinator and ———, department Internship Coordinator for their support and advice to get and complete internship in above said organization.

I am extremely grateful to my department staff members and friends who helped me in successful completion of this internship.

B. Durga Prasad

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.

This is an attempt to know how the theories can be applied to practical situation. As students of BBA it is a part of study to undergo some project at a good Institute or organization. So for this purpose I got an Internship opportunity to pursue Internship at Commercial Tax office (Government of Andhra Pradesh), Shikakulam.

The first part of report concentrates on Introduction to Internship and its Importance followed by the overview of the project and its details.

The second part of the report concentrated on general overview of Goods and SERVICE TAX in India, various studies conducted on GST and how importantly it plays a role in Indian economy, which is followed by the GST structure in India.

The third part of the Explains about the methodology of study such as sample size, techniques, used, variables of the study, limitations of the research

etc.

* The fourth part is concentration on detail Procedure of e-filing returns process under GST and comparative analysis of registration and returns filing trend, in the last academic year which is relayed on Secondary data.

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 to 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.

A commercial tax, currently referred to as Goods and Services Tax (GST) in India, is a value added tax that is levied on locally manufactured and imported goods and services, and contributes to the GDP of the country. Commercial tax office location that Krishna Park opposite side Conda bank side.

The commercial taxes department endeavours to transform itself into an enterprise friendly entity and progressive tax administration with focus on greater transparency, fairness and fairness.

Interns job duties vary by industry, but their common responsibilities include learning and becoming proficient in software, completing tasks assigned by their supervisor and attending meetings where they take minutes.

The state government may appoint 4 (a Commissioner of Commercial Taxes and 3 (b) many additional Commissioners of Commercial Taxes, Joint Commissioners of Commercial Taxes, Appellate Deputy Commissioners of Commercial Taxes.

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 worked in commercial tax department (Drikalukom).

- Intern performs work that is the same to the work of other employees perform. There is a person who gives instructions and supervises the Intern's work. There is an employer providing a space and materials.
- Intern is obligated to make their labour available.

A weekly report is a document that summarizes what was done by an individual or department or company in a week. By doing weekly status reporting you can provide a quick overview of the past, present and future plans or tasks. A standard weekly report contains a brief summary, the date, daily deliverable, a heading, tasks, results, ~~check~~ challenges and roadblocks and action item for next week.

- Equipment used for pens, Book, and daily computer used.
- Daily running notes, of Teacher is explained the computer basic every point noticed. Equipment share is a nationwide construction technology and equipment solutions provider, and hardware and accounting.
- The computer said it could perform the task only if I unlocked the screen. He has performed the Herculean task for task.

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 GST full meaning goods and service tax	GST are goods and service tax explained	G
Day -2	Today we learn about acknowledgement individual.	acknowledgement is pay taxable receipt.	G
Day -3	Today we learn about calculate by returns	return of purchase return is a transaction	G
Day -4	Today we learn about the Business Turnover 10 to 20 Lakh.	Business rule of goods and service tax	G
Day -5	GST of every business Person Turnover 20 Lakh is License definite	So, Different kind of market, Fashion License	G
Day -6	Today discussed the Two License general registration & Composition	Registration of the first time Apply for License	G

WEEKLY REPORT

WEEK - 1 (From Dt. 12/10/21 to Dt. 14/10/21)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted Extra curricular activities like self Induction, The goal of a business owner is to sell as much Inventory as possible while keeping as little as possible in stock. For example, If the cost of sales each month is Rs. 5,00,000 and you have Rs 1,00,000 in Inventory, the turnover rate is five meaning a business sells all of its stock five times, each year. Turnover 20 Lakh turnover. In Investment, a mutual fund or exchange traded fund turnover rate replaces its Investment holdings on a yearly basis. Portfolio turnover is the comparison of assets under management to the Inflow, or Outflow, of a fund's holdings. Business look at annual turnover rates to determine their efficiencies and productivity while Investment managers or turnover rate of understanding the activity of a portfolio.

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 DCR-01/ DCR-02 Acknowledgement	Acknowledgement is a full detail gam.	<u>E</u>
Day -2	Today we learn about Stationary voluntary click.	Acknowledgement is a part of the next process.	<u>E</u>
Day -3	Goods and Services tax are computer based on the Paid tax receipt.	Goods and service tax, or GST is an Indirect Tax.	<u>E</u>
Day -4	Company Profile we learn that Type of firm Limited Liability Partnership.	Different firm of Fashion store, supermarket.	<u>E</u>
Day -5	Today we learn about the vision and mission.	vision and mission that financial information on Quality Product.	<u>E</u>
Day -6	Today we learn about the different type of tax, CGST, SGST, IGST, UGST.	CGST, is an indirect tax law applicable across India.	<u>E</u>

WEEKLY REPORT

WEEK - 2 (From Dt. 15.10.22... to Dt. 21.10.22...)

Objective of the Activity Done:

Detailed Report:

In this entire week 2. In this observed the teachers, student discipline, discipline, attitude across sense these are observed. Explained the DRC -03 Payment or Tax is explained to all. DRC-04 Acknowledgement both explain the status of the filling will hang to pending for Approval by Tax Officer. The taxpayer gets an acknowledgement as issued by the tax Officer in the form GST DRC-04 Acknowledgement or Acceptance of Voluntary Payment. First Director Madam Anjali (S) Pawar is taking the next processing. The Particular case of ID, click the ACKNOWLEDGEMENT (GST DRC-04) tab. This tab provides you an option to view the acknowledgement issued to you. Click the download hyperlink in the Document column of the table to download issued Acknowledgement.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Today learning about the comparison of CSTR-3B vs CSTR-2A	Returns of out-ward supplies along with Input tax credit	G
Day -2	CSTR = Today we learn about the CSTR-2A with CSTR-1	Returns of inward supplies of goods and services, Returns of outward supplies by registered taxpayer	G
Day -3	we learn that the compare our return invoices for adding.	Invoices for adding.	G
Day -4	we learn about the contribution during SIP us data	Renewal of various GST Invoices download GST Return file from government website	G
Day -5	Today we learn about the 2007 of Central Sales Tax (CST) is made, after reduced from 4% to 3%	Central Sales Taxes reduced.	G
Day -6	Today we learn about the two mandal permission of Gora, Etchena License City.	registration of good and service License of two	G

WEEKLY REPORT

WEEK - 3 (From Dt. 25/8/23 to Dt. 1/9/23...)

Objective of the Activity Done:

Detailed Report:

In this week, my developing the computer skills
all details of Acknowledgement and GST returns
as the paid the person received the receipt the paid
tax message. The financial year in India begins
in April of each calendar year and concludes
in March of the next calendar year. The period
serves as the accounting year or determining
income earned. The British government, which
ruled India for over 150 years, established
the April to March accounting period, which
the Indian government has maintained since
independence. Prior to this, the financial
years in India aligned with the harvest
season running from May 1 to April 30.
Login into B2B portal, statutory declaration,
Assessment, Adjustments, Information
of unregistered persons Acknowledgement
Process.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Today we learn about the two types of GST they must pay SGST and CGST.	definitely Paid for the SGST and CGST.	
Day -2	we learn about the SGST Rates for Commodities, common groceries such as Tea,	SGST Paid for Tax 205%.	
Day -3	we learn about the processed foods, goods, luxury Commodities.	These Paid for food 6%, Electronic goods 9%, luxury 14%.	
Day -4	Today learn about the CGST Rates for commodities, groceries, Tea salt, Sugar etc.	CGST Tax Paid is 205%.	
Day -5	Integrated goods and service tax.	IGST Act governs the central Govt. is responsible for the collection of IGST.	
Day -6	IGST rates for commodity Common Groceries such as Tea, salt, Sugar etc.	IGST tax Pay for 5%.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have explained the GST registration. Mandatory registration vis 22 and 24(2) voluntary registration vis 25(3). Registration by Department vis 25(8). Casual Dealer vis 24. Non Resident vis 27. PAN - unique identify number vis 25(4). Procedure of registration of the rule 8 and 26. Application REG 01 to REG 31, Andhra Code = 37. GST ID 15 digits; first two digits State Code = 37; Next 10 digits PAN. Last digit Any number 0-9. GST NO: 37 ABC FA 57 39 P125. Goods are exports = 40 Lachs. services are 20 Lachs.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	union Today of union territories goods and service tax (UGST)	The SGST but applied only to the union territories	<u>E</u>
Day -2	Today this UGST is applicable in Dadra, Nagav, Haveli, chhondi, Gurd Anwarman and Nidha	Here the revenue collected for the govt belong to union territory	<u>E</u>
Day -3	these are another country is Pondicherry and Delhi.	They are collected along with the CGST.	<u>E</u>
Day -4	Today for the Increase compatibility the process of filling return.	MSME or small scale business.	<u>E</u>
Day -5	Today we learn about Increase efficiency productivity	The productivity level of business are predicted to rise.	<u>E</u>
Day -6	Today we learn about List of goods and service, tax rate.	Sl. Tax slab the CGST tax actogly being, milk powder, coffee, fish et.	<u>E</u>

WEEKLY REPORT

WEEK - 5 (From Dt. 8-23 to Dt. 8-29-23)

Objective of the Activity Done:

Detailed Report:

In this week, Mr. of goods and services section explain categories of persons who are required to be registered irrespective of Threshold Limit.

Section-24: person making any inter - state taxable supply. Casual taxable persons making taxable supply. Handicraft goods need not take compulsory registration and are entitled to the three-should exemption of Rs. 20 Lakh.

persons receiving supplies on which tax is payable by recipient on reverse charge basis (who services is exclusively under reverse charge.

Electronic Commerce operator undertaking supplies on behalf of other supplier liable to discharge tax liability for supply of services as may be notified. Non-resident taxable persons making taxable supply.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Today <u>CSTR-1</u> :- Return of outward supplies undertaken by a typical registration under GST.	The due date is 15th of next month GST returns filing 15th of next month	G
Day -2	Today <u>CSTR-2</u> :- Return of Inward supply of goods and services as agreed with recipient.	Return of 15th of next month.	G
Day -3	Today <u>CSTR-9</u> :- Annual return for a normal taxpayer.	31st december of next financial year.	G
Day -4	Today <u>CSTR-9C</u> :- Certified reconciliation Statement.	31st december of next financial year.	G
Day -5	Today <u>CSTR-9A</u> :- Annual return to be filed by the registered taxpayer under the composition scheme.	31st december of next financial year.	G
Day -6	<u>CSTR-10</u> :- A final return that need to be filed to make sure the taxpayer pays off.	To be filed within 3 months of cancellation of order	G

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my computer skills such as GST returns. I have come to know that I have learnt so many things in this journey. I have developed my Communication Skills, managerial skills, interactive skills which encourage me very well. GST established 2010. Lok Sabha passed by 8 Aug 2016. Raj Sabha Aug 03 2016. GST starting from July 01 2017 from middle persons. GST 160 countries of GST Normal. Sitharoman that GST tax starts 5, 12, 18, 28. GST tax of gold 31. GST software GST Network. GST Difference two License, (1) General registration. (2) composition registration.

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.)

Internship benefits both the student and the employer. The job learning reinforces what you see in the classroom and teaches invaluable skills like time management, communication, working with others, problem-solving, and most importantly, the willingness to learn. For employers you can build relationship and prepare future employees. An Internship is an amazing opportunity for students' minds - an opportunity to jumpstart their professional careers and supplement their courses with hands-on experience. Graduating seniors who applied for a full-time job and participated in an Internship received 20% more job offers than those without Internship experience. Most college graduates will have to overcome a barrier to entry due to an experience requirement. Sometimes college students do not always get something with their education. An Internship provides you with firsthand experience. Professional opportunities and personal growth.

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

Technical Internship Skills Summary. Below you'll find the most important technical Internship skills. We sorted the top technical Internship skills based on the percentage of technical Internship resumes they appeared on. For example, 10.0% of technical Internship resumes contained Python as a skill.

- The most common technical Internship hard skill is Python. 10.0% of technical Internship have this skill on their resume.

- The second most common hard skill for a technical Internship is Java appearing on 9.6% of resumes.

- Three common technical Internship soft skills are teacher - service skills, listening skills and daily computer activities and good and service returns explained to solving solutions. A person seeking a technical Internship should highlight their knowledge of various programs, computer languages, and information systems.



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.

Goal teamwork is an essential part of leadership. Teamwork allows leaders to pool the strength and skills of individuals, enabling the team to move in a unified direction toward shared goals. Good teamwork also requires problem-solving skills, creativity, flexibility and respect for others with effective teamwork. Work behaviour refers to activities employees perform to meet the responsibilities and goals of their roles. Workmanship is a human attribute relating to knowledge and skill at performing a task. Worksmanship and skill at performing a task. Quality machinery and other products in order to write an effective weekly report. You'll need to know the purpose. When creating a weekly report, goal setting is a powerful tool for personal development. It helps you define your vision, focus your efforts, and track your progress. In this knowledge,

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.,)

Communication Skills are essential for any employee, regardless of their role, industry or level of experience. They can help you build rapport, collaborate effectively, persuade,

Listening is more than just hearing. When someone speaks, it involves paying attention, showing interest, asking questions, and giving

Active listening can help you understand the speaker's perspective, need, and emotions, as well as avoid.

Speaking is another important form of communication in the workplace, especially when you have to deliver a speech, a pitch, a meeting or a negotiation.

Feedback is an essential part of communication in the workplace as it can help you improve your performance, learn from your mistakes, and recognize your strengths.

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

group discussion is a comprehensive technique to judge the suitability of an individual and his appropriateness for admission, Scholarship, Job etc. It assesses the overall personality - thoughts, feelings and behaviour - of an individual in a group. Active participation and clear objective are two important factors in helping create a successful meeting. Goods and Service, returns every month one year ^{October} April 01 2011 to April 31 collect the Tax. with strong engagement, meetings can contribute to the advancement morning 10 to 1pm All Staff and Student. After noon 3Am to 5Am closing meeting. lot of knowledge and A Important meeting explained Planning and leading meeting goal and empowerment of team member to accomplish more at work.

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

Digital technology makes it easy to stay in touch with friends, family and work remotely, even if you are in another part of the world. You can press through words, video, audio, and exchange other media. Technology sometimes complements employees by increasing their ability to perform certain tasks, and sometimes, substitute for employees by automating some or all of their tasks. Every day attendance takes the computer knowledge the all that paid document is Acknowledgement received to another person. Digital tools ranging from start device to software clients are important in a broad range of commercial fashion store marketing business. To per month 20 Lacs turnover paid the Income tax one year the Business person 20 to 50 Lakhs turnover.

Student Self Evaluation of the Short-Term Internship

Student Name: B. Durga Prasad	Registration No:
Term of Internship: From: 18/08/23	To: 30/09/23
Date of Evaluation:	
Organization Name & Address: Commercial Tax office, Krishna x Jyotikulam Pond opposite side, Health Department left side.	

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:

B. Durga Prasad
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Durga Prasad
18/08/23

Registration No:

Term of Internship: From: To: 30/09/23

Date of Evaluation:

Organization Name & Address: Commercial tax office, Krishna
Park opposite side Srilakshmi.

Name & Address of the Supervisor
with Mobile Number

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
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:

Asst. Commissioner of State Tax
SRIKAKULAM Circle
Signature of the Supervisor

Page No:

PHOTOS & VIDEO LINKS

