# Model Program Book


# SEMESTER INTERNSHIP

Designed & Developed by

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

# PROGRAM BOOK FOR
# SEMESTER INTERNSHIP

**Name of the Student:** KURMADASU SASIDHAR

**Name of the College:** Government Degree College (MEN), SRIKAKULAM

**Registration Number:** 2022001067043

**Period of Internship:** From: 17-12-2022 To: 18-03-2023

**Name & Address Internship of the Organization:** DISTRICT AUDIT OFFICE, SRIKAKULAM

DR.B.R.AMBEDKAR UNIVERSITY ETCHERLA, SRIKAKULAM
2020-2023

# AnInternshipReporton

## AUDIT DEPARTMENT

*Submitted in accordance with the requirement for the degree of*

**B.COM**

*Under the Faculty Guideship of*

***Sri. S.Eswara Rao , M.com , APSET***

*Department of Commerce*
*Government Degree College (Men), Srikakulam*

***Submitted by:***


***K . SASIDHAR***

**Reg.No:2022001067043**

*Department of Commerce*
*Government Degree College (Men), Srikakulam*

# Student's Declaration

I, **KURMADASU SASIDHAR** a student of interns hip Programme, **Reg.No:**2022001067043 of the Department of Commerce. Government degree College (Men) Srikakulam College do hereby declare that I have completed the mandatory internship from 07-12-2022 to 18-02-2023 in **AuditDepartment** under the Faculty Guide, Sri. S Eswara Rao, Department of Commerce, Government Degree College (Men), Srikakulam.

**K . Sasidhar**
**Reg.No:2022001067043**

# Official Certification

This is Certify that **K.Sasidhar** Reg.**No:2022001067043** has completed his Internship in Audit officeunder my supervision as a part of partial fulfillment of the requirement for the Department of Commerce in the Degree of Government Degree College (Men), SRIKAKULAM.

This is accepted for evaluation.

Ch. R

District Audit Officer
State Audit ;; Srikakulam.

(SIGNATORY WITH DATE AND SEAL)

Endorsements

*FacultyGuide*

*HeadoftheDepartment*

*Principal*

# Certificate from InternOrganization

This is to certify that **Kurmadasu Sasidhar**Reg. No. **2022001067043** of Government Degree college (Men), Srikakulam underwent internship in Audit Office (Srikakulam) from 07-12-2022 to 18-03-2023.

The overall performance of the intern during his internship is found to be (Satisfactory-Not satisfactory)

Ch. R

District Audit Officer
State Audit ;; Srikakulam.
***Authorized Signatory with Date and Seal***

# Acknowledgements

I acknowledge that an audit internship can provide valuable practical experience in the field of auditing, which can help individuals develop skills in risk assessment, control evaluation, and financial statement analysis. It can also offer exposure to different industries, clients and audit methodologies, as well as the chance to work with seasoned professionals in the field. Furthermore, i recognize that an audit internship can be a crucial step in building a successful career in auditing and accounting. By gaining hands-on experience and exposure to real-world situations, interns can develop a better understanding of the complexities of the profession, enhance their technical and interpersonal skills, and gain insights into the audit process. Overall, i appreciate the role of the audit internships play in preparing individuals for a successful career in auditing and accounting, and i wish all those undertaking such internships the best of luck.

# Contents

Learning the audit Process:- interns will learn the steps involved in conducting an audit, including planning, field work and reporting.

Reviewing financial statements:- interns will be exposed to various types of financial statements, including balance sheets, income statements, and cash flow statements, and learn how to review and analyze them.

Conducting research:- interns may be asked to research specific audit topics such as accounting standards or tax laws, to help prepare for an audit.

Attending meetings:- interns may attend client meetings or team meetings to observe and learn about the audit Process.

Conducting field work:- interns may be involved in conducting field work, which involves visiting client sites and reviewing their financial records.

writing reports:- interns may be asked to help prepare audit reports which summarize the findings and conclusions of the audit.

Learning audit software:- interns may be trained in the use of audit software, which is used to manage and analyze financial data.

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# CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

An executive summary of an audit internship would provide a brief overview of the key responsibilities and tasks that were undertaken during the internship. It may also highlight any significant findings or recommendations made during the course of the internship. The summary may also mention any skills or competencies developed during the internships and how they can be applied in future roles. overall, an executive summary of an audit internships would provide a high-level view of the internships and its outcomes, intended to give a quick understanding of the internship to those who may not have been directly involved.

# 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.

An audit organization is a group of professionals who specialize in performing independent and objective assessments of an organization's financial statements, internal controls, and operational processes. The purpose of an audit organization is to provide assurance to stakeholders that an organization's financial information by an organization is accurate and reliable.

Audit organizations can be either internal or external. internal audit departments are typically part of an organization's management structure. and are responsible for evaluating the effectiveness of an organization's internal controls and risk management processes. external audit organizations, on the other hand, are independent firms hired by organizations to perform an audit of their financial statements.

the audit organization typically follows a set of standards, such as the generally accepted auditing standards (GAAS) or the international stand on auditing (ISA), to ensure that the audit process is conducted in a pro and objective manner. The audit process typically involves planning, testing reporting phases, and culminates in the issuance of an audit opinion o organization's financial statements.

## 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.*

Activities)

1.) Assisting with Audit Planning: you may assist in preparing audit plans, including determining the scope of the audit, identifying areas of risk, and developing audit procedures.

2.) Conducting field work: you may participate in field work by conducting tests of controls and substantive tests of transactions, reviewing documents and records, and obtaining evidence to support audit findings.

3.) Analyzing data: you may help analyze data obtained during the audit to identify trends, anomalies, and areas of concern.

4.) Preparing audit reports: you may assist in preparing audit reports by drafting findings and recommendations, preparing supporting documentation, and reviewing the report for accuracy and completeness.

Responsibilities:

1.) Assisting with audit planning and preparations:- This may include relevant documentation and reports, assessing risks, and identifying areas for audit.

2.) Documenting findings:- Interns may be responsible for documenting findings and observations, including any discrepancies or areas of co

3.) Assisting with reporting:- Interns may be responsible for preparing reports, including summarizing findings and recommendations, and pr these reports to management.

4.) Conducting research:- Interns may be asked to conduct research on audit-related topics, including regulatory requirements, industry tren best practices.

5.) Collaborating with team members:- Interns may work closely with othe -bers of the audit team, including senior auditors, analysts, and su staff, to ensure that audit activities are completed in a timely a efficient manner.

# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | As it is my first day in the office. so i reported my resume in the audit office | we are reported in the office | K. Vijaykum! |
| Day - 2 | on the second day i intro-duced my self to all the staff members. | we are introuced ourselves in the office | K. Vijak! |
| Day – 3 | on the third day the staff teaches us some rules and regulations towards internship work | we are try to learn some technical skills | K. Vijak! |
| Day – 4 | on the fourth day they are tells us to observe the work towards auditing. | we are try to observe the work in the office | K. vijak! |
| Day – 5 | on the fifth day we are doing some ledger accounts in the books of auditing | Learning ledger accounts in the books of auditing | K. Vijak! |
| Day -6 | on the sixth day we make report towards the ledger and submitted it to the higher officials. | Submitting weekly report in the office | K. Vijak! |

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## WEEKLY REPORT

WEEK - 1 (From Dt. 7.12.22 to Dt. 13.12.22)

**Objective of the Activity Done:**

**Detailed Report:**

As it is on my first day in the office was so good. In the office our madam welcomes us in a polite manner. She asks us about the internship and she agreed for our terms and conditions towards the internship. Later i submitted my resume in the audit office. On the second day i introduced my self to all the staff members. They are also receives us very politely and gives us some technical information about auditing. On the third day the staff teaches us some rules and regulations towards the work.

On the fourth day they are tells us to observe the work towards auditing. We observes how to calculate and give a proper report. On the fifth day we are doing some ledger accounts in the book of auditing. On the sixth day we make a report towards the ledger and submitted it to the higher officials.

In the entire first week we observe and learned the basic things that are related to the auditing.

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## ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | In the second week they tells us about the maintaing records in the office | Learning how to maintain the records in the office | |
| Day - 2 | they may gather information from the company's reporting systems, balance sheet | gathering information from company's reporting systems. | |
| Day - 3 | we do the tax returns bills, control returns, and income documents. | we are doing some tax returns bills and control returns | Junior Auditor, SKLM. |
| Day - 4 | then they conduct a comprehensive review of all this information in a accurate manner | we are conducting a comprehensive review of all this information | |
| Day - 5 | they tells us towards the documentary evidence, analytical procedures accounting system towards work. | we do some documentary evidence and analytical procedures. | |
| Day - 6 | on the 6th day we performing audit procedures to test the accounting records for example through analysis & review | And we test the accounting records for the purpose of reviews. | |

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WEEKLY REPORT

WEEK – 2 (From Dt. 14-12-22 to Dt. 20-12-22)

**Objective of the Activity Done:**

**Detailed Report:**

In the second week we learn some thing new towards the auditing. They tells us how to maintain contents towards audit report and the basic structure of the audit report which needs to be clear. Providing sufficient evidence providing the justification about the opinion of the auditor and includes title of report, Addressee details, opening Paragraph, scope Paragraph, opinion Paragraph, Signature, Place of signature.

they may gather information from the company's reporting system, balance sheets, tax returns, Control systems, Income documents, invoices, billing procedure and account balances. Then they conduct a comprehensive review of all this information in a fair, accurate manner to ensure there are no major errors or fraud.

In the second week we are getting deeply towards the works. The staff tells us to maintain proper books without any errors and frauds. we do some system work also.

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## ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | in the third week they are tells us to do the system work in the office | we are doing some office work. | |
| Day - 2 | we do spread sheets, word processors and text editing programs in the office | we are doing some system work | |
| Day – 3 | And they tells us tools and techniques such as generalized audit software, automized queries | in the system work we are learning of -read sheets. | |
| Day – 4 | After that we are doing com-puter-aided auditing tools in public accounting. | After that we are doing computer aided auditing tools | |
| Day – 5 | Data analytics in the audit is the elimination of constraints the sampling places of an enga-gement. | Data analytics in the elimination of constraints | |
| Day –6 | in the last week we submit a sample record of overview of data entry in the office. | we submit a samp-le record of over-view of data entry | |

Junior. Auditor, Sbn.

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## WEEKLY REPORT

**WEEK – 3 (From Dt 21-12-22 to Dt 27-12-22)**

**Objective of the Activity Done:**

**Detailed Report:**

we learned about computer auditing is a systematic and logical Process that follows a risk based approach to determine whether the information systems of an entity, including the detailed information technology processes, controls and activities will achieve.

using audit software, the auditor can scrutinise large volumes of data and present results that can the be investi-gated further. include using basic office productivity soft wares such as spread sheets, word processor and text editing programs and more advanced software packages involving use statistical analysis and business intelligent tools.

Finally we learned how to upload the data in the books of the audit report. this work is very tough but we are eagerly to known this work and we enjoy a lot to do this data entry work.

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## ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | in the fourth week they are gives uy bills work | we are learning bills work | |
| Day - 2 | we are learned how to entry the bills in the books of audit report. | we are try to learning bills of books in the audit report | |
| Day - 3 | we verifies bills receivable book with bills receivable in hand for which should call for a certified schedule of bills in hand | and verifies bills receivable in hand for a certified schedule | |
| Day - 4 | And we write, company name client name, invoice date & number date of services rendered, subtotal additional taxes, total amount due | we are learned how to write details in the bills of books | |
| Day - 5 | in the fifth day we learned about bills or invoice that are sent out to customers after the goods have been delivered | we are learned bills or invoice in the office | |
| Day - 6 | in the last day we have give a brief details about what we have been done in the office. | we are submit brief details about bills of books in report. | |

Junior Auditor, SRM.

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## WEEKLY REPORT

**WEEK – 4 (From Dt. 28-12-22 to Dt. 3-1-23)**

**Objective of the Activity Done:**

**Detailed Report:**

In the fourth week we are learned about bills entry in the books of ledger. Bills in auditing refer to the documents that provide evidence of a final transaction. These documents include invoices, receipts, purchase orders, bank statements, and other financial records that support the financial transactions.

During an audit, we will review these bills to ensure that they are accurate, complete, and supported by appropriate documentation. The auditor will also check that the bills are recorded.

We may also perform tests to ensure that the bills are genuine and have not been altered or fabricated. This may involve verifying the authenticity of the supplier, checking for duplicate or false invoices, and confirming that the goods or services were actually received by the organization.

Entering bills is one of the toughest work in the auditing. If any error was occured we may face lots of complication towards the particular company or firm

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# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | in the fifth week we are refe -rred to Srikakulam muncipal corporation for the work of auditing | we are referred to Srikakulam muncipal corporation | |
| Day - 2 | in the smc we are worked un -der the comptroller and audi -tor general of india. | in smc we are observed everything very carefully | |
| Day - 3 | In the smc Audit of the accounts of all local bodies both urban & rural at all levels) may done under the technical guidance | we are worked under the comptroller of auditor general of india | |
| Day - 4 | we observed everything towar -ds the muncipal corporation audit. | After that we learn -ed the books of business in the smc | |
| Day - 5 | we are to responsible for ensuring that the financial records and transactions of the muncipal corporation. | we are responsible for financial records and transaction in smc | |
| Day - 6 | we are very accurate, complete and in compliance with applicable laws and regulations. | Accurate, complete and compliance with applicable laws. | |

Junior. Auditor, SKLM.

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## WEEKLY REPORT

### WEEK – 5 (From Dt.4-1-23... to Dt.10-1-23.)

**Objective of the Activity Done:**

**Detailed Report:**

in the fifth week we are refered to srikakulam muncipal corporation for the purpose of auditing. In the muncipal corporation office we are conducting financial audits and ensu-ring that the financial records of the municipal corporation are accurate and in compliance with applicable laws and regulations

we are conducting financial audits of the municipal corporation's financial statements, including balance sheets, income statements, and cash flow statements. Reviewing financial stateme-nts to ensure that they are properly authorized, documents, and recorded, examining the muncipal corporation's internal controls to ensure that they are effective in preventing and detecting fraud and errors. we learned how to provide recommendations to improve the muncipal corporation's financial systems and process.

in this we learned about the auditing of the government business form's and how the auditor should works in the municipal corporation.



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## ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | we are Conducted the finan-cial audit in the Srikakulam muncipal Corporation. | we are Conducted financial Audit in smc | |
| Day - 2 | In the smc, the financial statem-ents, including balance sheets income statements and cash flow statements. | we are observed financial statements including balance sheets | |
| Day - 3 | In the smc we are reviewing financial transactions to ensu-re that they are Properly authorized, documents. | we make a review on financial transact-ions of smc | |
| Day - 4 | we are examining the muncipal corporation internal controls to ensure that they are effective in Preventing errors. | we are examining the internal controls ensure of effective errors | |
| Day - 5 | we are providing recommendati-ons to improve the muncipal Corporation's financial systems | we are give some recommendations to improve the financial systems. | |
| Day - 6 | we are worked under the Controller of the smc auditor | we are worked under the Controller in smc auditor | |

Junior, Auditor, Sklm.

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# WEEKLY REPORT

## WEEK – 6 (From Dt. 11-1-23 to Dt. 20-1-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the sixth week we are [illegible] continues our work in visakhapatnam muncipal corporation for the purpose of auditing we are conducting financial audits and ensuring that the financial records of the muncipal corporation are accurate and in compliance with applicable laws and regulations.

we are conducting financial audits of the muncipal corporation's financial statements, including balance sheets income statements, and cash flow statements, reviewing financial statements to ensure that they are properly authorized documents, and recorded, examining the muncipal corporation's internal controls to ensure that they are effective in preventing and detecting fraud and errors. we learned how to provide recommendations to improve the muncipal corporation's financial systems and process.

In this smc we learned about the auditing of the government business firm's and how the auditor should work in the muncipal corporation.

# ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | we are assisted for the auditors in the smc. And we learns a lots in the work | Assisted for the auditors in the smc | |
| Day - 2 | we are check whether accounts are complete are not completed. | Checking whether accounts are completed or not. | |
| Day - 3 | And we are consistent and assess whether they are in agreement. | Consistent and assessed the agreements. | K. Vijay |
| Day - 4 | we are observes very carefully with records of purchases and incomes. | observes the records and purchas and incomes. | |
| Day - 5 | we are help to ensure that company operations conform to applicable laws and regulations. | help to ensure that company operations | |
| Day - 6 | we are worked under the technical guidance and supervision of the comptroller and audit general of India. | working under the technical guidance and superuision | |

Junior, Auditor, SKLM.

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## WEEKLY REPORT

**WEEK – 7 (From Dt. 21-1-23 to Dt. 28-1-23)**

**Objective of the Activity Done:**

**Detailed Report:**

in the Smc we are working very lot and we checks whether accounts are complete and consistent and asses whether they are in agreement with other records of purchases and incomes. muncipal Auditor means the director of state audit appointed under section 3 of the A.P.

we are assist decision makers in exercising over-sight by evaluating whether government entities are doing what they are supported to do, spending funds for the intended purpose and complying with laws and regulations. Audit committees of muncipalities are tasked to advice and provide recommendations to the muncipal manager the accounting officer, senior management and council relating to the adequacy reliability and accuracy of the financial reporting and financial and non financial information in forms.

we are learned a huge information towards auditing in the muncipal corporation.

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## ACTIVITY LOG FOR THE EIGTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | In the eighth week we are referred to Zilla parishad office for the work of audit | After that we are reffered to Zilla parishad for the auditing | |
| Day - 2 | In the Zilla parishad we are works with the accountants would involve a through exam-ination and review. | we are working with accountants in Z.P office | |
| Day - 3 | Zilla parishad which is a local government body responsible for the administrator of rural areas | we are responsible for the administrator of rural areas | K. Vijay Kumar |
| Day - 4 | And we are involves identifying the scope and objectives of the audit, and determining the audit. | we were involves identifying the scope and objectives | |
| Day - 5 | And we are do some field works in the Z.P. office and Collecting the financial data | we are went to field work in the Z.P | |
| Day - 6 | And we make report to their officals in the Z.P office | we make a week-ly report. | |

Junior. Auditor, Sklm.

# WEEKLY REPORT

WEEK – 8 (From Dt. 30-1-23 to Dt: Dt. 4-2-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the eighth week we are referred to zilla Parishad office for the accounts would involve a thorough examination and review of the financial records and transactions of the zilla parishad, which is a local government body responsible for the administration of rural areas in india.

And we are doing planning that involves identifying the scope and objectives of the audit, and determining the audit approach and methodology and after that we do on fieldwork this involves collecting and analyzing financial data reviewing documentation, testing internal controls and performing substantive testing. Reporting this involves preparing a report that summarizes the audit findings and provides recommend-ations for improvement, as well as communicating, as well as the results of the audit of the stake holders such as the zilla parishad management elected officials of the Public.

In the zilla parishad office everything is very different but the work is very easy that should compared to muncipal corporation.

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## ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | in the Zilla Parishad office we learned about the Revenue and expenditure. | we learned about the revenue & expenditure | |
| Day - 2 | we are involve that the reviewing process of controls around the purchase of goods and services in Z.P. | we are reviewing process of controls | |
| Day - 3 | we are involve reviewing the Zilla Parishad's compliance with relevant laws regulations, and policies such as a/c & tax laws. | involve reviewing the compliance with laws and regulations | |
| Day - 4 | An audit of Zilla Parishad accounts is an important tool for ensuring accountability | accounts are the important tool for ensuring accountability | |
| Day - 5 | we are transparency in the management of public funds and can help identify areas | manage the public funds to identify areas | |
| Day - 6 | And we try to learn how to improvement in financial management and governance. | how to improvement in financial manag-ement and governance. | |

Junior. Auditor, Skm.

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WEEKLY REPORT

WEEK - 9 (From Dt. 5-2-23 to Dt. 11-2-23)

| Objective of the Activity Done: |
|---|
| Detailed Report: |
| In the ninth week we are learned about specific areas that would be covered in an audit of Zilla Parishad accounts could include. |
| Revenue and expenditure: This would involve examining the sources of revenue for the Zilla Parishad, such as grants and taxes, as well as reviewing the expenses incurred by the organization, such as salaries, infrastructure development, and maintenance costs. |
| Procurement: This would involve reviewing the processes and controls around the purchase of goods and services by the Zilla Parishad, to ensure that there is transparency and fairness in the procurement process. |
| Compliance: This would involve reviewing the Zilla Parishad compliance with relevant laws regulations and policies such as the accounting standards and tax laws. |
| we learned about urban and rural accounts that are maintained by the Zilla Parishad office of auditors. |

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## ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | overall we are worked under the zilla parishad office auditor. | we are worked under the Z.P office auditor. | K. Vijay Kumar |
| Day - 2 | we all are observing every thing that they happens in the Z.P. office | we are observed how they are worked | |
| Day – 3 | zilla parishad office of accounts is an important tool for ensuring accountability | Z.P. accounts are important tool for ensuring accountability | |
| Day – 4 | And we are transparency in the management of public funds. | transparency in the management of public funds | |
| Day – 5 | And we can help identify areas for improvement in financial management. | identify areas for improvement in financial management | |
| Day –6 | final day we are submit all the records what they are given to us. | we submit all the records what we done. | |

Junior. Auditor, SKLM.

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**WEEKLY REPORT**

**WEEK - 10 (From Dt. 13-12-23 to Dt. 18-2-23)**

**Objective of the Activity Done:**

**Detailed Report:**

Overall, an audit of Zilla Parishad accounts is an important tool for ensuring accountability and transparency in the management of public funds and can help identify areas for improvement in financial management and governance.

After that we are submitted all the records in the Zilla Parishad office.

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## ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | In the eleventh week we return back to the audit office. | we are return back to the audit office | |
| Day - 2 | After that we are tells our superiors for what we done in the last days | we are submit all the details what we done | |
| Day - 3 | Later we are make a report and submitted it in the office | we make a report for the work related | |
| Day - 4 | our superiors asked some questions for the work related. | our superiors make a viva. | |
| Day - 5 | our superior gives us some suggestions about auditing. those are very useful to us | we are answered all the questions | |
| Day - 6 | In the last day we are back to the works of auditing. | And we learned some suggestions related to auditing | |

Junior. Auditor, SKLM.

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WEEKLY REPORT

WEEK – 11 (From Dt. 13-2-23 to Dt. 18-2-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the eleventh week we return back to the audit office and then we make a report what we are done in the past days. After that our superior asks some questions to us that are related to the auditing.

After that our superior gives us some suggestions about auditing those are very useful to us. After that we are get back to the work of auditing in the audit office.

## ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | In this week we doing again mainting records in the office. | we are mainted records in the office | |
| Day - 2 | they may gather information from the company's reporting systems, balance sheets. | we gather info from the company financial statements | |
| Day - 3 | we do the tax returns bills control returns and income documents | tax returns, bills control returns and income documents | |
| Day - 4 | Then they conduct a Comprehensive review of all the information in a accurate manner | Conduct a Comprehensive review in accurate manner | |
| Day - 5 | they tells us towards the documentary evidence, analysis procedures accounting system towards work. | documentary evidence, analysis procedures towards work | |
| Day - 6 | on the 6th day we performing audit procedures to test the accounting records for exact through analysis & reviews | performed audit procedures to test the accounting records. | |

Junior. Auditor, Sklm.

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## WEEKLY REPORT

**WEEK - 12 (From Dt. 20-2-23 to Dt. 25-2-23)**

**Objective of the Activity Done:**

**Detailed Report:**

In the second week we learn something new towards the auditing. They tells us how to maintain contents towards audit report and the basic structure of the audit report which needs to be clear, providing sufficient evidence providing the justification about the opinion of the auditor and includes title of report, Adresses details opening paragraph, scope paragraph, opinion paragraph, signature, place of signature.

They may gather information from the company's reporting system, balance sheet, tax returns, control systems, income documents, invoices, billing procedures and account balances. Then they conduct a comprehensive review of all this information in a fair, accurate manner to ensure there are no major errors or fraud.

In the twelth week we are getting deeply towards the works. The staff tells us to maintain in proper books without any errors and frauds we do some system work also.

## ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | In the thirteenth week they are tells us to do the system work in the office | Again we are doing system work | |
| Day - 2 | we do spread sheets, word Processors and text editing Programs in the office | learning spread sheets, word Processors, text editing | |
| Day – 3 | And they tells us tools and techniques such as generalized audit software customized merges | tools and techniques as generalized audit software | |
| Day – 4 | After that we are doing computer-aided auditing tools in public accounting. | Computer aided auditing tools in public accounting | |
| Day – 5 | Data analytics in the audit is the elimination of constraints the sampling places of an engagement. | Audit is the elimination of constraints the sampling | |
| Day –6 | In the last week we submit a sample record of overview of data entry in the office | Submit a sample record of overview | |

Junior. Auditor, SKLM.

**WEEKLY REPORT**

**WEEK - 13 (From Dt. 27-3-23 to Dt. 4-3-23)**

**Objective of the Activity Done:**

**Detailed Report:**

we learned about Computer auditing is a systematic and logical Process that follows a risk based approach to determine whether the information systems of an entry, including its detailed information technology Processes, Controls and activities will achieve.

using audit software, the auditor Can scrutinize large volumes of data and Present results that Can be investigated further. Include using basic office Productivity softwares such as spread sheets, word processor and text editing Programs and more advanced software packages involving use statistical analysis and business intelligent tools.

Finally we learned how to upload the data in the books of the audit report. This work is very tough but we are eagerly to known this work and we enjoy a lot to do this data entry work.

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## ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | In the fourteenth week they are gives us bills work. | learning bills work | |
| Day - 2 | we are learned how to entry the bills in the books of audit report. | learned entrying the bills in the books of audit report | |
| Day - 3 | we verifies bills receivable book with bills receivable in hand for which should all for a certified schedule. | bills receivable books handed for a certified schedule | K. Vijay Kumar |
| Day - 4 | And we write, Company name client name, Invoice date & number date of services render -ed, subtotal additional taxes | we are learned how to write details in invoice | |
| Day - 5 | In the fifth day we learned about bills or invoice, that are sent out to customers after the goods. | learned about bills or invoice | |
| Day - 6 | In the last day we have give a brief details about what we have been done in the office. | we are submitted details about what we done. | |

Junior. Auditor, SKLM.

WEEKLY REPORT

WEEK – 14 (From Dt. 6-3-23 to Dt. 11-3-23)

**Objective of the Activity Done:**

**Detailed Report:** In the fourteenth week. we are learned about very briefly about bills entry in the books of le-dger. Bills in auditing refer to the documents that Provide evidence of a final transaction. these documents include invo-ices, receipts, Purchase orders, bank statements, and other financial records that support the financial transactions

During an audit, we will review these bills to ensure that they are accurate, complete, and supported by appropriate documentation. The auditor will also check that the bills are recorded.

we may also Perform tests to ensure that the bills are genuine and have not been altered or fabricated. this may involve verifying the authentically of the supplier. checking for duplicate or false invoices, and confirming that the goods and services

Entering bills is one of the toughest work to the auditing. If any errors was occured we may faces lot of complications towards the Particular Company or firm.

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## ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day - 1 | In this week we didn't do anything in the office | we make a report towards internship | |
| Day - 2 | But we are write our report what we done | we gathered information towards internship | |
| Day - 3 | we gather all the inform -ation about the inform -ation Audit. | we make formalities towards internship | |
| Day - 4 | After that we make all the formalities that are related to internship | After that our report was signed by supervisors | |
| Day - 5 | In the fifth day we are submit our report to our superiors. | we checked our report | |
| Day - 6 | In the last day we make signature of the superior in our reports. | we departured from the office. | |

Junior Auditor, SKLM

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WEEKLY REPORT

WEEK - 15 (From Dt. 13-3-23 to Dt. 18-3-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the last we didn't do any work in the office. we are making our internship report that are related to our internship. we are collecting all the information about what we are done in the past days. After that we submit it to our super -visors. And they signed it.

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## 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.)*

An audit internship is a great opportunity for individuals to gain practical experience in the field of auditing. During an audit internship, interns are typically assigned to work with a team of auditors who are responsible for reviewing the financial records of a company or organizations.

1) Increased understanding of auditing principles:- through working closely with experienced auditors, interns can gain a deeper understanding of the auditing principles, methodologies, and techniques that are used in the industry.

) Exposure to different industries:- Interns may be assigned to work on audits for companies in different industries, which can provide them with experience to different types of businesses and the challanges they face.

Development of technical skills:- Auditing requires a strong attention to detail and the ability to analyze financial data. through an audit internship, interns can develop these skills by performing tasks such as reconcilling accounts.

4.) Improvement of communication skills: During an audit internship, interns be required to communicate with clients, audit team members, and other staff. This can help interns improve their communication skills and develop confidence in their ability to interact with others in a professional setting.

5.) Networking opportunities: Interns may have the opportunity to interact with professionals in the auditing industry, which can help them build their professional network and potentially lead to future job opportunities.

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

1.) Familiarity with audit software :- Interns should be familiar with the various audit software tools used in the industry, such as teammate, idea and ACL. They should be able to use these tools to perform tasks such as importing data, analyzing data, and generating reports.

2.) Knowledge of accounting Principles :- interns should have a good understanding of accounting principles, including generally accepted accounting principles (GAAP) international financial reporting standards (IFRS), and other relevant accounting standards.

3.) Attention to detail :- Interns must have strong attention to detail, as auditing requires meticulous examination of financial statements and other documents they should be able to identify inconsistence and errors in financial data, & they must be able to document their findings.

4.) Analytical Skills :- Interns should possess strong analytical skills, which will help them to identify patterns and trends in financial data. They should be able to use data analysis tools to extract.

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5.) Communication skills: Interns should have strong communication skills written and verbal. They should be able to clearly articulate their f[indings] to colleagues and clients, and they should be able to ask questions and [seek] clarification when necessary.

6.) Time management: Interns should be able to manage their time effect[ively] as auditing projects often involve tight deadlines. They should be able [to] prioritize tasks and complete them efficiently.

7.) Adaptability: Interns should be able to adapt to new situations and [be] flexible in their approach to auditing. They should be able to learn and apply their knowledge to new situations as they arise.

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**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.*

Communication skills:- effective communication skills are crucial in an audit internship. As an intern, you must be able to communicate clearly and consicely with team members, clients and other stake holders.

Time management skills:- Time management is critical in an audit internship. you must be able to manage your time effectively to meet deadlines, prioritize tasks, and complete assignments on time.

Analytical skills:- As an intern in an audit firm, you will be responsible for analyzing financial data, identifying patterns and trends and drawing conclusions based on your findings.

Attention to detail: attention to detail is important in an audit internship. you must be able to identify errors are discrepancies in financial data and ensure that all documentation is accurate and complete.

Team work:- As an intern in an audit firm, you will work closely with other team members to complete assignments and achieve goals.

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you must be able to collaborate effectively, build relationships, an
support team members as needed.

6.) Leadership :- while an intern may not have a formal leadership
demonstrating leadership qualities such as initiative, problem solving,
decision - making can help you stand out contribute to the team's su

**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.,)*

1.) Practice active listening: one of the most critical components is active listening. when you are speaking with clients or team members, make sure to listen carefully to what they are saying.

2.) Be clear and Concise: when communicating with others, it's important to be clear and concise. Avoid using Jargon or technical terms that they may not understand. use simple language to explain complex concepts.

3) use appropriate tone and body language: your tone and body language can convey a lot of information, even if you are not saying anything. Be aware of your tone and body language when communicating with others, and make sure it is appropriate for the situation.

4) Practice writing skills: effective written communication is also critical in an audit internship. Take the time to Practice your writing skills and ensure that your messages are clear and concise.

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

Prepare ahead of time:- Before the group discussion, read up on the topic at hand and gather relevant information to share with the team. this will help you feel more confident and contribute meaningfully to the conversation

Listen actively:- Pay attention to what others are saying during the discussion and actively listen to their perspectives. this will help you build on their ideas and contribute to the discussion in a meaningful way.

Speak clearly and concisely:- when it's your turn to speak, make sure to articulate your thoughts clearly and concisely. This will help ensure that your ideas are understood and contribute to the overall conversation.

Be respectful:- Always be respectful of other's opinions, even if you disa-gree with them. Avoid interrupting others and give them the opportunity to express their views fully.

Collaborate with others:- work collaboratively with your team members to achieve the shared goals of the audit internships. Be open to feedback

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

In recent years, the field of audit has seen significant technological advancements, particularly in the use of data analytics and artificial intelligence (AI) to analyze large amounts of data. Here are some examples:

1) Data analytics tools:- Auditors are now using sophisticated data analytics tools to examine large sets of financial data more efficiently and accurately. These tools can identify patterns and anomalies in financial statements, transactions and other data, making it easier for auditors to detect potential fraud and errors.

2) machine learning and AI: machine learning and AI are being used to automate audit tasks such as data collection and analysis, risk assessment, and control testing. These technologies can also analyze unstructured data, such as social media posts and customer reviews to identify potential risks.

Page No


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Srikakulam, Andhra Pradesh, India
7WV3+W4V, Official Colony, Srikakulam, Andhra Pradesh 532001, India
Lat 18.294882°
Long 83.902871°
05/06/23 11:40 AM GMT +05:30


Google
GPS Map Camera
Srikakulam, Andhra Pradesh, India
7WV3+W4V, Official Colony, Srikakulam, Andhra Pradesh 532001, India
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7WV3+W4V, Official Colony, Srikakulam, Andhra Pradesh 532001, India
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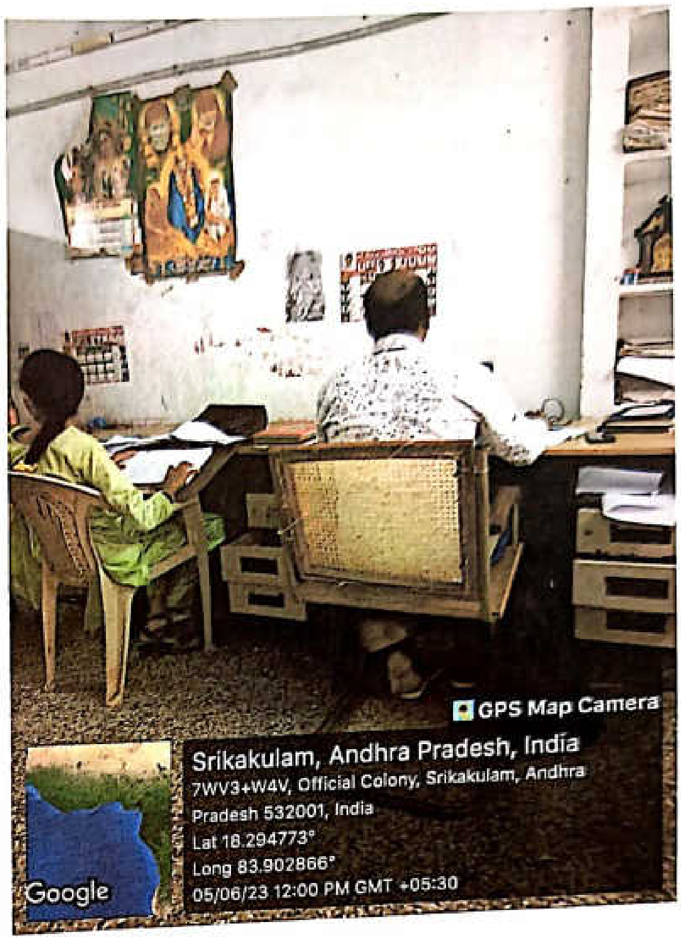
GPS Map Camera
Srikakulam, Andhra Pradesh, India
7WV3+W4V, Official Colony, Srikakulam, Andhra Pradesh 532001, India
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Long 83.902866°
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Google

| | |
|---|---|
| Student Name: K. SASIDHAR | Registration No: 2022001067043 |
| Term of Internship: From: 07-12-2022 | To: 18-03-2023 |
| Date of Evaluation: 23-03-2023 | |
| Organization Name & Address: AUDIT OFFICE, SRIKAKULAM | |
| Name & Address of the Supervisor with Mobile Number | K. VIJAY KUMAR 7989339477, BALAGA, TANGI STREET |

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 |

Signature of the Supervisor

Date:

Page No

## *Student Self Evaluation of the Short-Term Internship*

Student Name: K. SASIDHAR    Registration No: 20220010670?3

Term of Internship:    From: 07-12-2022    To: 18-03-2023

Date of Evaluation: 25-03-2023

Organization Name & Address: AUDIT, OFFICE, SRIKAKULAM

**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 |

K. Sasidhar.

Signature of the Student

Date:

## *Evaluation by the Supervisor of the Intern Organization*

Page No

ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)
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