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:** PAGOTI MANOJ KUMAR

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

**Registration Number:** 2022001067056

**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**

# An Internship Report on

## 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:***

***P. MANOJ KUMAR***

**Reg.No: 2022001067056**

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

# Student's Declaration

I, **Pagoti Manoj Kumar** a student of internship Programme, **Reg.No:** 2022001067056 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 **Audit Department** under the Faculty Guide, Sri. S Eswara Rao,Department of Commerce, Government Degree College (Men), Srikakulam.

P.Manoj Kumar.

**P. Manoj Kumar**
**Reg.No:2022001067056**

# Official Certification

This is to certify that **P. Manoj kumar** Reg. **No: 2022001067056** has completed his Internship in Audit office under 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

*Faculty Guide*

*Head of the Department*

*Principal*

# Certificate from Intern Organization

This is to certify that **Pagoti Manoj Kumar** Reg. No. **2022001067056** 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 (Satisfactory / Not Satisfactory)

Ch. R

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

# Acknowledgements

I am writing to Express my Sincere gratitude for the -rtunity to Complete my intership at the audit office under your -nce and Supervision. It has been an enriching and valuable -ience for me, and I am greatful for the knowledge and skills -s I have gained during my time here.

I would like to thank the audit office for providing me -e the opportunity to learn and grow professionally. the -osure to various audit processes and techniques has allowed to delevop a better understing of the Importance of Internal -trols, risk Management, and Compliance with regulations. the -ds-on experience in conducting audits and reviewing financial -tements has given me a deeper insight into the workings of a -ofessional audit firm.

I would also like to express my Sincere appreciation to Supervisor and the team who provided me with Support -d guidance throughout my intership. their patience and -lingness to teach me has made my experience even more -ulfilling.

In Conclusion, I want to express my gratitude for the
ne, effort, and resources that the audit office has invested
me. I am Confident that the Skills and knowledge that I
ve acquired during my internship will be of immense benefit
my future endeavors.

Thank you once again for this valuable opportunity.....

# Contents

1. learning the audt process:

interns will learn the steps involved in conducting and audit, including planning, field work and reporting.

2. Reviewing financial statments:

Interns will be Exposed to various types of financial statments, including balance sheets, income statments, and cash flow statements, and learn have to remain and analyze them.

3. Conducting research:

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

4. Attending meetings:

Intern may attend client meetings or team meetings to observe and learn about the audit process.

5. Conducting field work:

Interns may be involved in conducting field work, which involves visiting client sites and reviewing their financial records.

6. Writting reports:

Interns may be asked to help prepare audit reports which Summarize the finding and Conclusions of the audit.

7. learning audit Software:

Interns may be trained in the use of audit Software, which is used to manage and analyze financial data.

# Instructions to Students

'lease read the detailed Guidelines on Internship hosted on the website of AP State :ouncil of Higher Education **https://apsche.ap.gov.in**

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
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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# 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 Audit intership is a professional development opportunity for Students and recent graduates who are interested in pursuing a career in accounting or auditing. During an Audit intership, participants are typically assigned to work alongside experienced auditors in public accounting firms, government agencies, or Corporate internal audit departments.

The primary goal of an audit intership is to provide participants with hands-on experience in auditing processes, accounting Standards, and regulatory compliances. Interns are expected to assist with the planning, execution, and reporting of Audit engagements, which may include reviewing financial Statements, analyzig internal controls, and identifying potential fraud risks.

In addition to gaining technical Skills, audit interns are also expected to develop Soft Skills such as Communication, team work, and time Management.

They may be involved in client meetings, present findings to management, and work with cross-functional teams to resolve issues identified during the audit process.

Overall, an audit internships can provide valuable insights into the according and auditing profession, help participants build a professional network, and increase their chances of securing a full-time job in the field after graduation.

# CHAPTER 2: OVERVIEW OF THE ORGANIZATION

uggestive 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.

Introduction of the organization:- An audit office is an Independent entity resonsible for examining and verifying the financial records of organizations to ensure accuracy, complince with regulations, and adherance to generally accepted accounting principles.

Vision:- To become a trusted and respected leader in providing high-quality audit Services that enhance transparency and accountability in organizations.

Mission:- To conduct independent, objective, and through audits that provides assurance to Stakeholders and Management that the financial Statements and operations of the organization are accurate, reliable, and in compliance with applicable laws & regulations.

Values:- Integrity, objectivity, independance, professionalism, accountability, and continuous improvement.

C. policy of the organization:- the policy of the audit office is to conduct independent, objective, and high-quality auditors in compliance with applicable laws and regulations, while upholding ethical principles and ensuring confidenentiality and open communication with clients and Stakeholders.

Roles and Responsibilities of the organization:-

1. Conducting independent and objective audits of financial statements and operations of organizations, including reviewing internal controls and compliance with laws and regulations.

2. providing assurance to stakeholders and management that financial statements reporting and operations.

3. Identifying potential risks and areas for improvement in financial reporting and operations.

4. Communicating audit finding and recommendations to Management and stakeholders.

5. Mainting the confidentiality and security of audit-related information.

future plans of the organizations:-

The future plans of an audit office may include investing in technology, expanding services, building relationships, promoting diversity, Monitoring changes, enhancing traing, and advocating for transparency and accountability in the audit process.

# 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 / Responsibilities of Intern organization:-

The Specific responsibilities of an audit office intern can vary depending on the organization, but typical duties may include assiting with the preparation of audit reports, performing audit tests, conducting research, and documenting findings.

Skills necessary for an audit Office :-

An audit office internship requires a strong attention to detail, excellent analytical skills, and the ability to work effectively as part of a team, proficiency in excel and other data analysis tools is also important.

potential benefits of an audit office:-

An audit office intership can provide valuable experience and help you develop skills that are highly valued in the accounting and finance industries. It can also be a great way to build professional connections and potential lead to full time job offers gro after graduation.

Working Conditions:-

The working Conditions of an audit office typically involve a professional office setting with a potential for travel, long hours during peak periods, a focus on professional development, and the use of specialized technology.

Equipment used:-

Equipment used for an audit office internship may include computers, specialized audit Software, data analysis tools, and office equipment such as printers and Scanners.

## ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | My first day in the office. i Reported my resume in the audit office. | Reported to office | |
| Day - 2 | The Second day i introduced my self to all the Staff & Offocers. | Introduced My Self | |
| Day – 3 | The third day the Staff taches us some rules & regulations towards internship. | Staff teaches Somes rules | |
| Day – 4 | fourth day they are tells us to observe the work towards auditing. | we observe the work | |
| Day – 5 | fifth day we are doing Some ledger accounts in the books of auditing | do Some ledger accounts | |
| Day –6 | Sixth day we Make a Report towards the ledger & Submitted it to the higher officials. | Make a Report towards ledger. | |

## WEEKLY REPORT

WEEK – 1 (From Dt. 07-12-22 to Dt. 14-12-22)

**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 intership and shee agreed for our terms & conditions towards the intership. 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 politly and gives us some technical info about aduting. 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 books of auditing. on the sixth day we make a report towards the ledger and submitted it to the higher officials.

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

## 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 maintaining records in the office | Maintaing records | |
| Day - 2 | They may gather information from the company's reporting systems, balance sheet. | gather information from the company's | |
| Day - 3 | we do the tax returns bills control returns, and income documents | do the tax returns bill, control returns | |
| Day - 4 | then they conduct a comprehansive review of all this's information in a ccurate manner. | comprehansive review | |
| Day - 5 | they tells us towards the documentory evidance, analytical procedures accounting system towards work. | know about the documentory evidence | |
| Day - 6 | on the 6th day we preforming audit procedures to test the accounting records for example through analysis & review | perform audit procedures. | |

WEEKLY REPORT

WEEK - 2 (From Dt. 15-12-22 to Dt. 21-12-22)

**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 auditors and includes title of report, Address details, opening paragraph, Scope Paragraph, opinion paragraph, Signature place of Signature.

They may gather info from the Company's reporting System. balance Sheet, tax returns, Control Systems, income documents, insurance, billing procedures and account balances. They conduct a comprehensive review of all these info 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.

## 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 | learn doing the System work | |
| Day - 2 | we do Spread Sheets, word processors and text editing programs in the office. | learn doing Spread Sheets, word processors | |
| Day – 3 | And they tells us tools & techniques such as generalized audit software, customized quaries | Know tools & techniques | |
| Day – 4 | After that we are doing Computer aided auditing tools in public accounting. | learn doing Computer aided auditing tools | |
| Day – 5 | Data analytics in the audit is the elimination of Constraints the Sampling places of an engement. | Data analytics in the audit | |
| Day -6 | In the last weak Submit a Simple record & ever View of data entry in the office | submit a Sample record. | |



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## WEEKLY REPORT

WEEK - 3 (From Dt.22-12-22 to Dt.27-12-22)

**Objective of the Activity Done:**

**Detailed Report:**

We learned about computer auditing is a systematic & logical process that follows a risk based approach to determine whether the info systems of an entity, including its detailed info technology process, controls & activities will achieve.

using audit software the auditor can scrutinise large volumes of data and present results that can the be investigated further. include using basic office productivity softwares such as spread sheets, word processors and text editing performs and more advanced software. Packages involving us statisfied analysis and business intelligent - tools.

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

## 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 us bills works | bills work | |
| Day - 2 | we are learned how to entry the bills in the books of audit report | know about entry of the bills | |
| Day - 3 | we verifies bills receivables book with bill receivables in hand for which should call for a certified schedule of bills in hand. | verifies the bills receivables | |
| Day - 4 | And we write, company name client name, invoice date & no date of services rendered, sub total additional taxes total amt of due | write company name invoice data | |
| Day - 5 | In the fifth day we learned about bells or invoice that are sent out to customers after the goods have bee a delivered | know 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 | give brief details about the work | |

WEEKLY REPORT

WEEK – 4 (From Dt. 29-12-22 to Dt. 04-1-23)

**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 fixed 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 altred or fabricated. this may involve verifying the authentically of the supplier. checking the for duplicate or false invoices and confirming that the goods or services were actually received by the organization.

Entering bills is one of the thought work in the auditing if any errors was occured we may faces lots of complications.

## 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 reffered to Srikakulam municiple corporation for the work of auditing | | |
| Day - 2 | In the SMC we are worked under the comptroller and auditor general | | |
| Day – 3 | In the SMC Audit of the accounts of all local bodies both urban & rural at all levels | | |
| Day – 4 | we observed everything towards the SMC. audit | | |
| Day – 5 | we are so responsible for ensuring that the financial records and trasactions. | | |
| Day –6 | we are very accurate, complete and in compliance with applicable laws & regulations | | |

# WEEKLY REPORT

WEEK – 5 (From Dt. 5-1-23 to Dt. 11-1-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the fifth week we are refered to Srikakulam municiple corporation for the purpose of auditing. In the municiple corporation office we are conducting financial audits and ensuring that they financial records of the MC are accurate and in complience with applicable laws and regulations.

We are conducting financial audits of the Municiple Corporation's financial statements, including balance sheets, income statements, and cash flows statements reviewing financial statements and recorded examing the municiple corporations internal controls to ensure that they are effective in preventing and detecting fraud and errors. we learned how to provide recommendations to improve the Municiple Corporations financial systems & process.

## 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 financial audits in the Srikakulam municiple corporation | we are conducted financial Audits | |
| Day - 2 | In the SMC, the financial statements, including balance sheets income statements & cash flowing | we are observed financial statements | |
| Day – 3 | In the SMC we are reviewing financial transactions to ensure that they are properly authorized documents | we make a review on financial - transactions of SMC | |
| Day – 4 | we are examining the Municiple Corporations 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 recommendations to improve the Municiple Corporation's financial System. | we are give some recommendation | |
| Day -6 | we are worked under the controllor of SMC auditor | we are worked under SMC | |

# WEEKLY REPORT

WEEK – 6 (From Dt. 12-1-23 to Dt. 18-1-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the Sixth week we are continues our work in Srikakulam Municiple corporation for the purpose of auditing we are conducting financial audits and ensuring that the financial records of the Municiple Corporation are accurate and in compliance with applicable laws and regulations.

We are conducting financial audits of the Municiple Corporation's financial Statements, including balance sheets, Income statements & Cash flow Statements reviewing financial Statements. to ensure that they are properly authorized documents and recorded examining the Municiple 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 MC financial Systems & process

# 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 of works | Assisted for the auditors | |
| Day - 2 | we are Check whether accounts are Complete are not Completed | Checking whether accounts | |
| Day – 3 | we are Consistent and assess whether they are in agreement | Consisted & assured to agreements | |
| Day – 4 | we are observes very Care fully with records of purchases and incomes | observes the records | |
| Day – 5 | we are help to ensure that Company operations Conform to applicable laws and regulation | help to ensure that company operations | |
| Day –6 | we are worked under the technical guidance | Working under SMC | |

## WEEKLY REPORT

WEEK - 7 (From Dt. 19-1-23 to Dt. 25-1-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the SMC we are working very lots and we checks wheather accounts are complete and consistant and assess whether they are in agreement with other records of purchases and incomes Municipal Auditors Means the director of State audit appointed under sec 3 of A.P

We are assist decision makes in exercising oversight by evaluating whether government entities are doing what they are supposed to do spending funds for the intended purpose and complying with laws and regulations. Audit Committees of municipalities are tasked to advice and provide recommendations for the municipal manager the accounting officer, senior management and concil relating to the advanced reliability and accuracy of the financial reporting and financial and non financial info in terms

## ACTIVITY LOG FOR THE EIGTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Day – 1 | In the eigth week we are referred to zilla parishd office for the audic work | we reffered zilla parishad office | |
| Day - 2 | In the zilla parishad we are works with the accounts world inclolve a through exan mation and reviews. | we are working with accountants | |
| Day - 3 | Zilla parishad which is a local government body responsible for the administrator of rural errors | we are responsible for the administator | |
| Day – 4 | And we are involve identifing the Scope and objectives of the audit and determining the audit | we were involvey identifying the scope | |
| Day – 5 | And we are do some field works in the Z.P office and collecting the financial date | we leart to field work | |
| Day –6 | we make report to their officals in the ZP office | we make a report | |

## WEEKLY REPORT

WEEK – 8 (From Dt 26-1-23 to Dt : Dt 01-2-23)

| Objective of the Activity Done: |
|---|
| Detailed Report: |

In the eight week we are referred to Zilla parishad Office for the accounts would involve a through examination and review of the financial records and transactions of the Zilla parishad, which is a local government body responsibility 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 an field work this involves collecting and analyzing financial data reviewing documentation, testing internal control and data reviewing testing Reporting this involves preparing a report that summarize the audit findings and provides recommendations for improvement, as well as Communicating, as well as the results of the audit of the Stake holders such as the Zilla parishad Management.

## 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 learn about the revenue | |
| Day - 2 | we are involve that the reviewing process of control around the purche of goods | We are reviewing process of control | |
| Day - 3 | We are involve reviewing the zilla parishad's compliance with relevant laws | Involve reviewing the compleance | |
| Day - 4 | An audit of ZP accounts is an important tool for ensuring accountability | Accounts are the Improvement tool | |
| Day - 5 | We are transparecy in the Management of public finds & can help identify areas | Manage the public funds | |
| Day - 6 | we try to learn how to improvement in financial Management | how to improve in financial Mangement | |

**WEEKLY REPORT**

**WEEK - 9 (From Dt. 02-2-23 to Dt. 8-2-23)**

**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 & taxes as well as reviewing the expenses incurred by the organization such as salaries infrastructure development

procurement: this would involve reviewing the process 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.

We learned about urban and rural accounts that are maintained by the zilla parishad office of auditors

# 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 auditors | we are worked under ZP office auditors | |
| Day - 2 | we all are observes every thing that they happens in the Z.P office | we are observed hao they are worked | |
| Day – 3 | zilla parishad office of accounts in an improvement tool ensuring | Z.P. accounts are important toll for ensuring. | |
| Day – 4 | and we are transparency in the Management of public funds | Transparency in the Management of public funds | |
| Day – 5 | we can help identify areas for improvement in finacial Managemend | Identify areas for improvement in financial Management | |
| Day –6 | final day we are Submit all the records | we Submit all the records | |

# WEEKLY REPORT

WEEK – 10 (From Dt. 9-2-23 to Dt. 15-2-23)

| 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.

## 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 for the past days | we are submit all the details | |
| Day – 3 | Later we are make a report and submitted it in office | we make a report for the work | |
| Day – 4 | our Superior asked some questions for the work related | our Supervisors makes a viva. | |
| Day – 5 | our Supervior 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 | |

## WEEKLY REPORT

WEEK - 11 (From Dt..16-2-23 to Dt.22-2-23)

**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 superiors asks some questions to us that are related to 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 are doing again maintaing records in the office | we are mainted records | |
| Day - 2 | They may gather some info from the companies reporting systems, balance sheet | we gather some info from companies | |
| Day – 3 | We do that tax returns bills control returns and Zurcom documents | tax returns, bills control returns | |
| Day – 4 | then they conduct a comprehensive review of all this info. | Conduct a comprehensive review. | |
| Day – 5 | they tells us towards the documentory evidence, analysis procedure accoanting system. | documentory evidence analysis procedures | |
| Day –6 | on the last day we performing audit procedures to test the accounting. | performed audit procedures | |

## WEEKLY REPORT

WEEK – 12 (From Dt 23-2-23 to Dt 01-3-23)

**Objective of the Activity Done:**

**Detailed Report:**

In the second day 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 Auditors and includes title of report, Address details opening paragraph Scope paragraph, opinion paragraph.

They may gather information from the Company's reporting System, balance sheets, tax returns, control Systems, income documents invoices billing procedures & account balances. then they conduct a Comprehensive review of all this info in a fair, accurate manner to ensure there are no major errors or fraud

## ACTIVITY LOG FOR THE THIRTEENTH 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 System work | |
| Day - 2 | We do Spread Sheets, word processors and text editing programs in the office | Learning spread sheets work processors. | |
| Day - 3 | They tells us tools & techniques such as generalized audit Software. | tolls & techniques as generalized audit Software | |
| Day - 4 | After that we are doing Computer-aided auditing tolls in public accounting | Computer aided auditing tools in public accounting | |
| Day - 5 | Data analytics in the audit is the eliminating of cons-travits the samplying Ploeg | Audit is the elimination of contraints the Sampling | |
| Day - 6 | In the last week we submit a sample srecord of over view of data. | Submitted a Sample record | |

# WEEKLY REPORT

WEEK – 13 (From Dt. 2-3-23 to Dt. 8-3-23)

**Objective of the Activity Done:**

**Detailed Report:**

We lavned about computer auditing is a systmatic & logical process that follows a risk based approch to determine whether the info systems of an entry including its detailed info technology process, controls & activities will achive

Using audit software, the auditor can serve large volume of data and present results that can be investigated further. Include using basic office prod- softwares such as spread sheets, word processors and text editing programs and more advanced soft ware pactages including use statistical analysis and business Intelligent tools

finally we learned how to upload the data in the books of audit report. This work is very tough but are eagerly to know this work & we enjoy a lots to do this data entry work.

## 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 in bills work | Leaving bills work | |
| Day - 2 | we are learned how to entry two bills in the book of audit | learned entrying few bills in the books of audit | |
| Day – 3 | we verifies bills receivables book with bills receivables in hand for which should call for certified schedule | bills receivables books loaded for a certified schedule | |
| Day - 4 | And we write company name client name invoice date & number data of service | 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 | learned about bills or invoice | |
| Day –6 | In the last day we have give a brief details about the above office | we are submitted the details | |

**WEEKLY REPORT**

**WEEK – 14 (From Dt. 9-3-23 to Dt. 15-3-23)**

**Objective of the Activity Done:**

**Detailed Report:**

In the fourteenth week. we are learned about very breif about bills entry in the books & ledger. Bills in auditing refer. to the documents that provide evidance of a final transcations. these documents include invoices, receipts, purchase orders, bank statements & other financial records that support the financial trasactions

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 & fabricated. then they involve verifing the authentically of the supplier. Checking for duplicate or false invoice & confirming that the goods and services

## 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 dondint do anyting in the office | we make a report towards internship | |
| Day - 2 | But we are write our report what we done | we gathered into toward internship | |
| Day - 3 | we gather all the inform about the Adit | we make formalities | |
| 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 superior | we checked our report | |
| Day - 6 | In the last day we make signature of the superior in internship report | we departured from the office. | |

# WEEKLY REPORT

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

**Objective of the Activity Done:**

**Detailed Report:**

In the last we didn't do any thing in the office we are making our intership report. that are related to our Intership we are collecting all the info about what are done in the past days After that we submit it our Superior and they signed it.

# 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.)*

Work Environment :-

The work Environment in an audit Internship Can be fast-paced and dynamic, with a focus on accuracy and attention to detail. Interns typically work closely with experienced auditors and other team members to perform audits of financial Statements and other financial processes. the work may involve using Specialized audit Software, data analysis tools, and other technologies to analyze and interpret financial data. Additionally, the audit office may place a strong emphasis on professional development, offering opportunities for interns to learn new Skills and gain hands - on experience in the accounting and finance industry. The work environment experienced in an audit office internship can very, but it typically involves a professional Office Setting, collaboration with other audit team members a focus on accuracy and attention to detail, and a Commitment to completing audits in timely manner.

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

Technical Skills acquired :-

An audit office enternship can provide valuable technical skills that are highly valued in the accounting and finance industry. Some technical skills that may be acquired during an audit office internship include:

1. Data analysis:- Interns may learn how to use specilized audit software and data analysis tools to analyze financial data & identify patterns and trends.
2. Financial Reporting :- Interns may gain experience in preparing financial reports and documenting audit findings.
3. Internal controls:- Interns may learn about internal control systems and how to assess their effectiveness.
4. Accounting principles:- Interns may develop a strong understanding of accounting principles and standards.
5. Communication :- Interns may develop strong communication skills, including the ability to present audit findings and recommendations in a clear and concise manner.

ime Management :- Interns may learn how to manage their time effectively to complete audits on schedule and meet tight deadlines.

over all, an audit office internship can be a great way to gain hands - on experience in the accounting and finance idustry and develop valuable technical skills that can be applied in a variety of professional settings.

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.*

Managerial Skills acquired:-

An internship in an audit office can provide valuable experience and help you develop various Managerial Skills. Some of the key skills that you may acquire from this type of internship.

1. Time Management:- In an audit office, you will have to work with tight deadlines and manage multiple tasks simultaneously. This Experience can help you develop time management skills, which are crucial for any Mangerial role.

2. Communication Skills:- Effective communication is essential in an audit office, as you will have to work with colleagues, clients, and other stakeholders. your internship can help you develop both written and verbal communication skills, which are critical for effective management.

3. Attention to detail:- As an auditor, your will be expected to pay close attention to details and identify any errors or irregularities. This experience can help you develop a keen eye for any Mangerial role.

4. Analytical Skills:- Auditors need to analyze large amounts of data and information to Identify trends and patterns. thus Experience can help you develop strong analytical skills, which can be useful in any mangerial role

5. Leadership skills:- As you gain experience in an audit office, you may have the opportunity to lead small teams or take on project Management. responsibilities. thus experience can help your develop leadership skill's, which are essential for any managerial role.

overall, an Intership in an audit Office can provide you with valuable experience and help you develop a range of skills that can be useful in a Managiral role.

**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.,)*

Improving communication skills is crucial for success in an audit office internship. Here are some strategies that you can use to improve your communication skills.

1. Active Listening :- Active listening involves paying close attention to what the speaker is saying, asking clearifying questions, and providing feedback. By practicing active listening, you can improve your understanding of other's prespectives & communicate more effectively.

2. Clear and Concise writing :- For an audit office, clear & concise writing is essential for communicating findings & recommendations. To improve you writing skills, you can practice writing clear and concise reports, memos & emails.

3. Practice public speaking :- Public speaking is a critical skill for auditors, as your may need to present findings & recommendations to clients and stakeholders, you can improve your public speaking skills by joing a public speaking club or practicing speaking in front of others.

4. Use visual aids :- Visual aids such as Charts, graphs, and diagrams Can help you communicate complex Info More Effectively. By leaving how to use visual aids, you can enhance your ability to Communicate with others.

5. Seek feedback :- one of the best ways to improve Communication Skills is to Seek feedback form others. you Can ask your Colleagues or Supervisor for feedback on your Communication Skills and work on areas where you need Improvement.

By practicing these Strategies, you Can Improve your Communication Skills and be come a More Effective auditor.

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

To enhance your abilities in group discussions, participation in teams, Contribution as a team member, leading a team during an audit office internship,

1. Activity listen to other's perpectives and be respectful of different opinions.
2. prepare relevant points and ideas beforehand to Contribute Effectively to discussions.
3. foster open Communication and Collaboration among team members.
4. Take Initiative in team projects and assignments.
5. Delegate tasks Effectively and provide feedback to team members
6. Set Clear goals and expectations for the team, and work towards achieving them.
7. Take responsibility for Mistakes and work collaboratively to find Solutions
8. Continuously Seek feedback and identify areas for improvement in team dynamics and Communication.

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

1. Audit Software :- Audit Software has become increasingly prevalent in audit offices, allowing auditors to perform tests, analyze data, and produce reports, analyze more efficiently and accurately, Some example of audit Software include ACL, IDEA, and Team Mate.

2. Data analytics :- With the increasing volume of data available to auditors, data analytics has become an essential tool in auditing. Data analytics can help auditors identify trends, anomalies, and patterns that might indicate risks or fraud.

3. Cloud Computing :- Cloud Computing has become increasingly prevalent in audit offices, allowing auditors to Store, access, and share data and information more Securely and Efficiently

4. Artificial Intelligance :- Artifical Intelligance (AI) has the potential to revolutionize auditing by automating routine tasks and providing insights that might otherwise go unnoticed, AI - powered tools can help auditors perform data analysis, identify trends and anomalies, and detect potential fraud.

| | |
|---|---|
| Student Name: P. Manoj Kumar | Registration No: 2022001067056 |
| Term of Internship: From: 07-12-2022 | To: 18-03-2023 |
| Date of Evaluation: 23-03-2023 | |
| Organization Name & Address: Audic office | |
| Name & Address of the Supervisor with Mobile Number: K. vijay kumar, Balaga, Srikakulam 7989339477 | |

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** |

Ch. Pr

Date:

Signature of the Supervisor

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

| | | |
|---|---|---|
| Student Name: P. Manoj Kumar | | Registration No:-2022001067056 |
| Term of Internship: | From: 07-12-2023 | To : 18-03-2023 |
| Date of Evaluation: | 23-03-2023 | |
| Organization Name & Address:-AU DIT Office, Near Bashyam school, 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** |

Date:

P. Manoj Kumar
**Signature of the Student**

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


Google
GPS Map Camera
Srikakulam, Andhra Pradesh, India
7VPW+68Q, Zilla parishad Area, L.B.S Colony, Srikakulam, Andhra Pradesh 532001, India
Lat 18.285269°
Long 83.895863°
07/02/23 12:00 PM GMT +05:30


GPS Map Camera
Srikakulam, Andhra Pradesh, India
7WV3+W4V, Official Colony, Srikakulam, Andhra Pradesh 532001, India
Lat 18.294773°
Long 83.902866°
05/06/23 12:00 PM GMT +05:30


GPS Map Camera
Google
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


GPS Map Camera
Srikakulam, Andhra Pradesh, India
7WV3+W4V, Official Colony, Srikakulam, Andhra Pradesh 532001, India
Lat 18.294894°
Long 83.902774°
05/06/23 11:39 AM GMT +05:30