

PROGRAM BOOK FOR  
**SEMESTER INTERNSHIP**

Name of the Student: Bharat Govinda Rao

Name of the College: GDC Men Srikulam

Registration Number: 2022001070003

Period of Internship: From: 7/12/22 To: 18/3/23

Name & Address of the Intern Organization

Taxiation

2022 to 2023 **University**  
YEAR

INTERNSHIP CERTIFICATE

Date :-

TO WHOM IT MAY CONCERN

This is to certify that Mr. BEERA GOVINDA RAO Student of B.B.A, 2022001070003 has Successfully completed a internship in the field of TAXATION from 07<sup>th</sup> December 2022 to 18<sup>th</sup> March 2023 under guidance of Dr B R Ambedkar University, Etcherla, Srikakulam District.

During the period of her/his internship program with us, she/he had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish her/him every success in her/his life and career.



Authorized Signature

## An Internship Report on

Taxation

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

BBA

Under the Faculty Guideship of

N. Bala Krishna

(Name of the Faculty Guide)

Department of

GDC(Men) SKLM Commerce & management

(Name of the College)

Submitted by:

B. Govinda Rao

(Name of the Student)

Reg.No: 202200107000

Department of Commerce

and Management GDC(Men) SKLM

(Name of the College)

### Instructions to Students

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

1. It is mandatory for all the students to complete 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

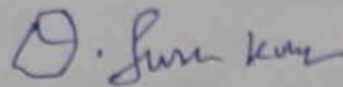
The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

In the last of few months internship period learnt some many skills like managing, and how to deal with clients and subordinates, and how to motivate the subordinates and how to schedule the work and how to work manage the work and outcomes achieved a brief description of the sector of business and the work should complete in time assigned by higher authorities without any barriers and doing and managing the work efficiently and effectively these are learning objectives learnt in this intern organization.

## Certificate from Intern Organization

This is to certify that B. Girilinda Rao (Name of the intern)  
Reg. No. 2022001070003 of GPR-Men(SKM) (Name of the  
College) underwent internship in Taxiation (Name of the  
Intern Organization) from 07/12/2022 to 18/03/2023

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



Authorized Signatory with Date and Seal



## 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.

1. Introduction of the Organization. the Introduction of the Organization to help the know the basics of the certain knowledge about Internship of and the Vision, mission and Values of the Organization.; Policy of the Organization in relation to the Intern role Organizational Structure. roles and responsibilities of the Employee in which the Intern is Placed. Performance of the Organization. in terms of turnover

### 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.*

In the Part of Internship i observe and learnt so many Skills and handle the Situations the activities of responsibilities in the Intern Organisation during Internship which shall include. the activities is happened in Intern-Organisation and Responsibilities related to work and details of Working conditions, Weekly work schedule Equipment used and tasks Performed the activities/Responsibilities make the work. more Efficient and Effective in Intern Organisation these helpfull to run the Organisation Perfectly these are activities/responsibilities i learnt in Intern Organisation during the Internship

# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome             | Person In-Charge Signature |
|------------|-----------------------------------------|------------------------------|----------------------------|
| Day - 1    | Doing Computer Work.                    | Accounts based Computer Work | G. Krishna                 |
| Day - 2    | observing the kiosk                     | Taxation related kiosk       | G. Krishna                 |
| Day - 3    | Reading the forms                       | Knowledge about forms        | G. Krishna                 |
| Day - 4    | Accounts                                | Accounts                     | G. Krishna                 |
| Day - 5    | Rules and Regulations of Taxation       | norms about taxation         | G. Krishna                 |
| Day - 6    | kiosk in taxation.                      | Taxation terms.              | G. Krishna                 |

# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome             | Person In-Charge Signature |
|------------|-----------------------------------------|------------------------------|----------------------------|
| Day - 1    | Doing Computer Work.                    | Accounts based Computer Work | G. Krishna                 |
| Day - 2    | observing the kiosk                     | Taxation related kiosk       | G. Krishna                 |
| Day - 3    | Reading the forms                       | Knowledge about forms        | G. Krishna                 |
| Day - 4    | Accounts                                | Accounts                     | G. Krishna                 |
| Day - 5    | Rules and Regulations of Taxation       | norms about taxation         | G. Krishna                 |
| Day - 6    | kiosk in taxation.                      | Taxation terms.              | G. Krishna                 |

## WEEKLY REPORT

WEEK - 1 (From Dt. 7/12/22 to Dt. 13/12/22)

Objective of the Activity Done: Taxation.

Detailed Report:

In the first week of internship I learnt some basic knowledge of taxation first day? learnt how to accounting in computer using software like Spectra to learn how to do computer work and observing the work related to taxation and reading the different type of forms and I gain some knowledge and rules and regulations in deed forms and fifth day I do the accounts in depth which related to taxation and rules and regulations of taxation what's the sections in rules and regulations of taxation and working in taxation has so many types of taxations different types of section and different type of methods as per deed norms there in the work/ activity are learnt in first week.



# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                  | Person In-Charge Signature |
|------------|-----------------------------------------|-----------------------------------|----------------------------|
| Day -1     | Reading dead forms.                     | notes in dead forms               | K. Lwiza                   |
| Day -2     | Accounts Practicing                     | Accounting sums                   | K. Lwiza                   |
| Day -3     | Accounting Sums                         | Accounts related                  | K. Lwiza                   |
| Day -4     | Computer based work.                    | defiware work related to Taxation | K. Lwiza                   |
| Day -5     | Partnership dead forms                  | Partnership dead rules            | K. Lwiza                   |
| Day -6     | Learning the taxation.                  | Taxation basis                    | K. Lwiza                   |



# ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                       | Person In-Charge Signature |
|------------|-----------------------------------------|----------------------------------------|----------------------------|
| Day -1     | Communication                           | Communication Skills                   | D. Sumar                   |
| Day -2     | Discuss about fast academics            | Revision of academics                  | D. Sumar                   |
| Day -3     | Work management                         | Management of work                     | D. Sumar                   |
| Day -4     | Scheduling the time                     | Time Planning                          | D. Sumar                   |
| Day -5     | Practical Knowledge in Taxation.        | Taxation Knowledge                     | D. Sumar                   |
| Day -6     | observing the Senior work               | observing the work from Senior workers | D. Sumar                   |

### WEEKLY REPORT

WEEK - 3 (From Dt. 21/12/22 to Dt. 28/12/22)

Objective of the Activity Done:

Detailed Report:

In the third week of Internship in taxation I learnt some skill and abilities related to organisational life. They are communication skill. This skill is vital in any organisation to develop organisational abilities and discuss about past academics then I retain my knowledge related to accountancy and I have also learnt that management means the time scheduling and staff management as per their interest and abilities.

# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome            | Person In-Charge Signature |
|------------|-----------------------------------------|-----------------------------|----------------------------|
| Day - 1    | Taxiation                               | About Taxiation             | D. Suresh                  |
| Day - 2    | Types of Taxiation                      | differentiation Taxiation.  | D. Suresh                  |
| Day - 3    | ASK. Question tous about taxiation      | learned about taxiation     | D. Suresh                  |
| Day - 4    | observing the taxiation documents       | rules of documents          | D. Suresh                  |
| Day - 5    | What you observe from this documents    | i has learned some section. | D. Suresh                  |
| Day - 6    | Discuss about the this week topics      | About the Taxiation         | D. Suresh                  |

# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome            | Person In-Charge Signature |
|------------|-----------------------------------------|-----------------------------|----------------------------|
| Day - 1    | Taxiation                               | About Taxiation             | D. Suresh                  |
| Day - 2    | Types of Taxiation                      | differentiation Taxiation.  | D. Suresh                  |
| Day - 3    | ASK. Question tous about taxiation      | learned about taxiation     | D. Suresh                  |
| Day - 4    | observing the taxiation documents       | rules of documents          | D. Suresh                  |
| Day - 5    | What you observe from this documents    | i has learned some section. | D. Suresh                  |
| Day - 6    | Discuss about the this week topics      | About the Taxiation         | D. Suresh                  |



## WEEKLY REPORT

WEEK - 4 (From Dt. 28/11/22 to Dt. 04/12/22)

Objective of the Activity Done:

Detailed Report:

In the last of four months the fourth week is the vital week about overall taxation and rules and regulations of the taxation methods and types of taxation methods and differentiations in taxation and the higher authorities and learned about taxation system and observing the taxation documents and all the topics class revisited. In the End of the week taxation, different types of taxation and rules and regulations of the taxation systems. In the End of the week revise the all topics.



# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome           | Person In-Charge Signature |
|------------|-----------------------------------------|----------------------------|----------------------------|
| Day -1     | Accounting                              | What is accounting         | D. Suresh                  |
| Day -2     | Types of accounting                     | differentiation of systems | D. Suresh                  |
| Day -3     | Basic Problems                          | Problem Solving            | D. Suresh                  |
| Day -4     | Practicing Problems                     | Problem Solving            | D. Suresh                  |
| Day -5     | Practicing Problems                     | Problem Solving            | D. Suresh                  |
| Day -6     | Give some problems to do in office      | Practicing Problems        | D. Suresh                  |

### WEEKLY REPORT

WEEK - 5 (From Dt... 4/1/23... to Dt... 11/1/23...)

Objective of the Activity Done:

Detailed Report:

In the fifth week a part of Internship in taxation I learnt about Accounting and accountancy systems and methods first and foremost I learnt what is accounting and types of accountings systems like Financial accountings, management accounting, cost accounting, basic accounting, and basic problem and problem solving methods and practising the problems and solve and different types of formulas and problem and build problem solving abilities there are activities done in fifth week.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                       | Person In-Charge Signature |
|------------|-----------------------------------------|----------------------------------------|----------------------------|
| Day -1     | Communication                           | Communication Skills                   | D. Sumar                   |
| Day -2     | Discuss about fast academics            | Revision of academics                  | D. Sumar                   |
| Day -3     | Work management                         | Management of work                     | D. Sumar                   |
| Day -4     | Scheduling the time                     | Time Planning                          | D. Sumar                   |
| Day -5     | Practical Knowledge in Taxation.        | Taxation Knowledge                     | D. Sumar                   |
| Day -6     | observing the Senior work               | observing the work from Senior workers | D. Sumar                   |

# ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity       | Learning Outcome            | Person In-Charge Signature |
|------------|-----------------------------------------------|-----------------------------|----------------------------|
| Day -1     | observe the office                            | work Environment            | M. S. J.                   |
| Day -2     | Nature of office                              | there behaviour             | M. S. J.                   |
| Day -3     | observe the work                              | how they are doing the work | M. S. J.                   |
| Day -4     | Doing the Employees                           | learning the work           | M. S. J.                   |
| Day -5     | helping the Employees                         | What type of work           | M. S. J.                   |
| Day -6     | By guiding the Employees<br>we have done work | learning the work           | M. S. J.                   |



### WEEKLY REPORT

WEEK - 6 (From Dt. 11/1/23 to Dt. 12/1/23.)

Objective of the Activity Done:

Detailed Report:

In a part of four months internship period in the taxation internship and observe the work and work Environment and Organisational Infrastructure and the nature of office and the way of behaviour in premises of organisation and doing the Employees learning the work and helping the Employees and types of work and work styles and guiding the Employees the and types of accounting systems the office Organisation Infrastructure I learnt way of behaviour in Organisation



### WEEKLY REPORT

WEEK - 6 (From Dt. 11/1/23 to Dt. 12/1/23.)

Objective of the Activity Done:

Detailed Report:

In a part of four months internship period in the taxation internship and observe the work and work Environment and Organisational Infrastructure and the nature of office and the way of behaviour in premises of organisation and doing the Employees learning the work and helping the Employees and types of work and work styles and guiding the Employees the and types of accounting systems the office Organisation Infrastructure I learnt way of behaviour in Organisation

WEEKLY REPORT  
WEEK - 7 (From Dt. 19/11/23 to Dt. 25/11/23)

Objective of the Activity Done:

Detailed Report:

In the last of four months internship in taxation in seventh week I learnt and discovered some vital skills. Typing in different accounts first from Foreman basic typing skills like blind touch and after the skills the typing of statements and typing different types of Entries and Profit and Loss account and Trading accounts by using different typing techniques or strategies and the typing of balance sheet and there typing skill is most vital skill in any organization.

WEEKLY REPORT  
WEEK - 7 (From Dt. 19/11/23 to Dt. 25/11/23)

Objective of the Activity Done:

Detailed Report:

In the last of four months internship in taxation in seventh week I learnt and discovered some vital skills. Typing in different accounts first hand format basic typing skills like blind touch and other skills the typing of statements and typing different types of invoices and profit and loss account and trading accounts by using different typing techniques or strategies and the typing of balance sheet and other typing skill is most vital skill in any organization.

# ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                            | Person In-Charge Signature |
|------------|-----------------------------------------|---------------------------------------------|----------------------------|
| Day - 1    | Vision of the Organisation              | Work culture                                | P. S. I                    |
| Day - 2    | Organisation Structure                  | Work Environment.                           | P. S. I                    |
| Day - 3    | Responsibilities of Employees           | Doing the work in time                      | P. S. I                    |
| Day - 4    | Group discussion                        | Sharing of Knowledge                        | P. S. I                    |
| Day - 5    | Activities we gain                      | Problem Solving                             | P. S. I                    |
| Day - 6    | Future Plans of the Organisation        | Planning the Organisation with-out problems | P. S. I                    |



### WEEKLY REPORT

WEEK - 8 (From Dt. 25/1/23 to Dt. 1/2/23)

Objective of the Activity Done:

Detailed Report:

In the last of four months Internship in taxation the eight weeks has learn skills and cultures related to Organisation the vision of the Organisation the work culture way of doing the work and Organisation structure means work Environment suitable to doing the work and responsibilities of employees means the work assigned by higher authorities in time and by the group discussion like sharing of knowledge and the abilities gain and make my problem solving techniques and discuss about future plans of the Organisation



# ACTIVITY LOG FOR THE NINTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome   | Person In-Charge Signature |
|------------|-----------------------------------------|--------------------|----------------------------|
| Day -1     | Managorial Skills                       | Skill development. | D. S1                      |
| Day -2     | technical Skills                        | Skill development  | D. S1                      |
| Day -3     | Conceptual Skills                       | Skill development  | D. S1                      |
| Day -4     | Communication Skills                    | Skill development  | D. S1                      |
| Day -5     | Interpersonal Skills                    | Skill development  | D. S1                      |
| Day -6     | Work handling Skills                    | Skill development  | D. S1                      |

## WEEKLY REPORT

WEEK - 9 (From Dt. 1/2/23 to Dt. 8/2/23...)

Objective of the Activity Done:

Detailed Report:

In the last of four months internship in taxation month I spent my time by gaining different type of skills like Managerial skills, technical skills, conceptual skills, communication skills, interpersonal skills and work handling skills.

Managerial skills are abilities and traits needed to perform certain duties, Technical skills means specialized knowledge and expertise required to perform specific tasks, conceptual skills understand the concept and develop interpersonal skills by this skill is useful in organization.

# ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome            | Person In-Charge Signature |
|------------|-----------------------------------------|-----------------------------|----------------------------|
| Day - 1    | Planning                                | Scheduling the work.        | Cent                       |
| Day - 2    | Directing                               | Acquiring the Knowledge     | Cent                       |
| Day - 3    | Controlling                             | Right Perspective<br>to day | Cent                       |
| Day - 4    | Delegation                              | Both group & individual     | Cent                       |
| Day - 5    | Coordinating                            | Efficient relationship      | Cent                       |
| Day - 6    | Organizing                              | Structuring the Essentials  | Cent                       |

## WEEKLY REPORT

WEEK - 10 (From Dt... 8/2/23 to Dt... 15/2/23...)

Objective of the Activity Done:

Detailed Report:

In the last of four months internship in taxation the tenth week I learn most vital skills and abilities the managerial functions of a Organisation they are planning the scheduling the work re-directing in a right perspective way and controlling the guide the employees towards work delegation means both group and individual in a Organisation and efficient relationship. Stating the essentials in a Organisation there are the skills I acquired in Tenth week in internship.



### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                       | Person In-Charge Signature |
|------------|-----------------------------------------|----------------------------------------|----------------------------|
| Day -1     | Communication                           | Communication Skills                   | D. Sumar                   |
| Day -2     | Discuss about fast academics            | Revision of academics                  | D. Sumar                   |
| Day -3     | Work management                         | Management of work                     | D. Sumar                   |
| Day -4     | Scheduling the time                     | Time Planning                          | D. Sumar                   |
| Day -5     | Practical Knowledge in Taxation.        | Taxation Knowledge                     | D. Sumar                   |
| Day -6     | observing the Senior work               | observing the work from Senior workers | D. Sumar                   |



### ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome            | Person In-Charge Signature |
|------------|-----------------------------------------|-----------------------------|----------------------------|
| Day - 1    | Taxiation                               | About Taxiation             | D. Suresh                  |
| Day - 2    | Types of Taxiation                      | differentiation Taxiation.  | D. Suresh                  |
| Day - 3    | ASK. Question tous about taxiation      | learned about taxiation     | D. Suresh                  |
| Day - 4    | observing the taxiation documents       | rules of documents          | D. Suresh                  |
| Day - 5    | What you observe from this documents    | i has learned some section. | D. Suresh                  |
| Day - 6    | Discuss about the this week topics      | About the Taxiation         | D. Suresh                  |

# ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome   | Person In-Charge Signature |
|------------|-----------------------------------------|--------------------|----------------------------|
| Day - 1    | Communication Skills                    | Skills development | D.S.H                      |
| Day - 2    | Conversational abilities                | Communication      | D.S.H                      |
| Day - 3    | Key points                              | Importance Points  | D.S.H                      |
| Day - 4    | Maintaining the Protocols               | Correct time       | D.S.H                      |
| Day - 5    | Team Competency                         | Competitive Spirit | Phil                       |
| Day - 6    | Participation in teams                  | Experience         | Carl                       |

## WEEKLY REPORT

WEEK - 11 (From Dt...15/2/23 to Dt...22/2/23...)

Objective of the Activity Done:

Detailed Report:

In the last of four months Internship in taxation the skills and abilities I learnt in Eleventh week the communication skills and conversational abilities means the deal with other people & Employees in Organisation and Key points are discussing daily to improve the vital points and maintaining the protocols means correct work scheduling and team competency means sharing of knowledge and improve the team building, these are abilities I learnt in Eleventh week in Internship

# ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|-----------------------------------------|------------------|----------------------------|
| Day - 1    | Accounting                              | Summs            | Paul                       |
| Day - 2    | Doing accounting Summs                  | Summs            | Paul                       |
| Day - 3    | Practicing the Summs cost sheet         | Summs            | Paul                       |
| Day - 4    | Practicing the Summs P/L a/c            | Summs            | Paul                       |
| Day - 5    | Practicing the Summs Balance sheet      | Summs            | Paul                       |
| Day - 6    | Practicing Summs LIFO, FIFO             | Summs            | Paul                       |



## WEEKLY REPORT

WEEK - 12 (From Dt. 22/2/23 to Dt. 1/3/23)

Objective of the Activity Done:

Detailed Report:

In the Part of four months Internship in taxation / then learnt abilities like Accounting books and accountancy rules and different of problems in accounting and cost sheet rules and regulations and Profit and loss account. and balance sheet and all accountancy problems solving was learnt by me in the twelve week. and LIFO - Last In Last out, FIFO - First In First out in stores ledgers there are skills and knowledge in the part of Internship



# ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome                     | Person In-Charge Signature |
|------------|-----------------------------------------|--------------------------------------|----------------------------|
| Day - 1    | Taxation                                | Introduction of Tax.                 | P. S. L                    |
| Day - 2    | Income tax                              | Generated by business of Individual. | P. S. L                    |
| Day - 3    | Corporate tax                           | Profit of net income.                | P. S. L                    |
| Day - 4    | GST                                     | Goods service tax                    | P. S. L                    |
| Day - 5    | Wealth tax                              | tax on Personal Capital              | P. S. L                    |
| Day - 6    | Direct tax                              | Tax on Income Entity                 | P. S. L                    |

## WEEKLY REPORT

WEEK - 13 (From Dt... 1/3/23 to Dt... 8/3/23...)

Objective of the Activity Done:

Detailed Report:

In the last of four month internship in taxation the learnt about taxation and different types of Taxation like income tax - generated by business & individual and corporate tax - profit & net loss and GST - goods service tax and wealth tax tax on personal capital and direct tax means tax on some Entity there are some types to all different sectors. In taxation there are the skills and knowledge I learnt in internship

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome             | Person In-Charge Signature |
|------------|-----------------------------------------|------------------------------|----------------------------|
| Day - 1    | Management                              | Process of work.             | P.M                        |
| Day - 2    | Leadership                              | Additional talent            | P.M                        |
| Day - 3    | Top level management                    | Decision maker               | P.M                        |
| Day - 4    | middle level management                 | Decision Implementary        | P.M                        |
| Day - 5    | Lower level management                  | Supervision of the Employees | P.M                        |
| Day - 6    | Employees work                          | Completing the work in time  | P.M                        |

### WEEKLY REPORT

WEEK - 14 (From Dt... 8/3/23 to Dt... 15/3/23..)

Objective of the Activity Done:

Detailed Report:

In the last of four months' Internship  
In taxation the learnt levels of management  
In Organisation the Leadership additional  
talent and experiences and top level management  
also is decision makers and middle level  
management decision problem solvers and  
lower level management supervision of the  
employees and to make a better to beards  
work to attain the Organisation objectives  
there are management levels learnt in  
last of Internship.

## 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.)

In the internship I have experienced in terms of interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, in the WZK Environment has very useful for WZK future because the furniture and internet access these all facilities are helpful to WZK and the clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, these I have experienced the WZK Environment



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

In the Part of four months internship I acquired so many technical skills in the Intern-Organisation the technical skills are the Specialized Knowledge and Expertise required to perform specific tasks and use specific tools and programs in real world situations are required in just about every field and industry - from IT and business administration to health care and education. These technical skills are used to run the Organisation or work in any Organisation and I learnt job related skills and hands on Experience. These are the technical skills I acquired in the Part of Internship Program.

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).

In the last of four months Internship Program, I have acquired the managerial skills is the most vital skills I learnt. It's useful to our personal career. Also, they are some technical skills, conceptual skills and human or interpersonal skills. In terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, these skills are useful to the work of an organization. In any organization, by acquiring managerial skills, I observed how to plan the work time to run the organization smoothly. These are the managerial skills acquired in last of Internship.

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.)

In the last of internship period I learn and improved many skills like managerial skills; technical skills in this mainly I learn and improved communication skills in the term of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, speech ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating, and so on. In these I improve communication skills in the last of internship.

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

In the last of four months Internship Program the abilities in group discussions participation in teams the team activities the competency was improved in the Employee there leads to improve the practical knowledge and coordination and how to work with team and how to lead the team towards organizational objective and I learnt group/team responsiveness and team leading skills and contribution as a team leader and a team member in the last of discussions I learnt sharing of knowledge in teams these are abilities in group discussions, participation in teams in last of internship.



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

|                                                                                           |                                   |
|-------------------------------------------------------------------------------------------|-----------------------------------|
| Student Name: <u>B. Govinda Rao</u>                                                       | Registration No: <u>202001003</u> |
| Term of Internship: From: <u>7/12/2022</u> To: <u>18/3/2023</u>                           |                                   |
| Date of Evaluation: <u>24/3/2023</u>                                                      |                                   |
| Organization Name & Address: <u>Govind Rao. Tax Office Rayachoti</u><br><u>Isaiaharam</u> |                                   |

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

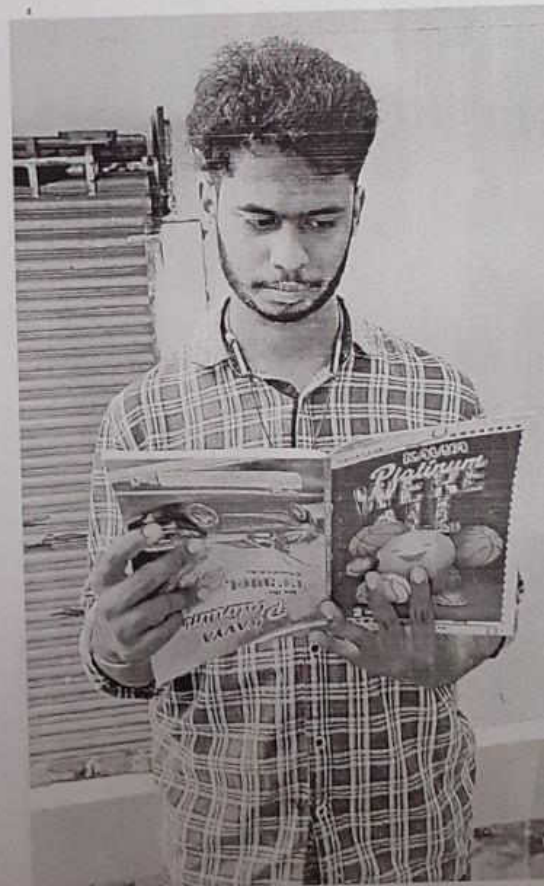
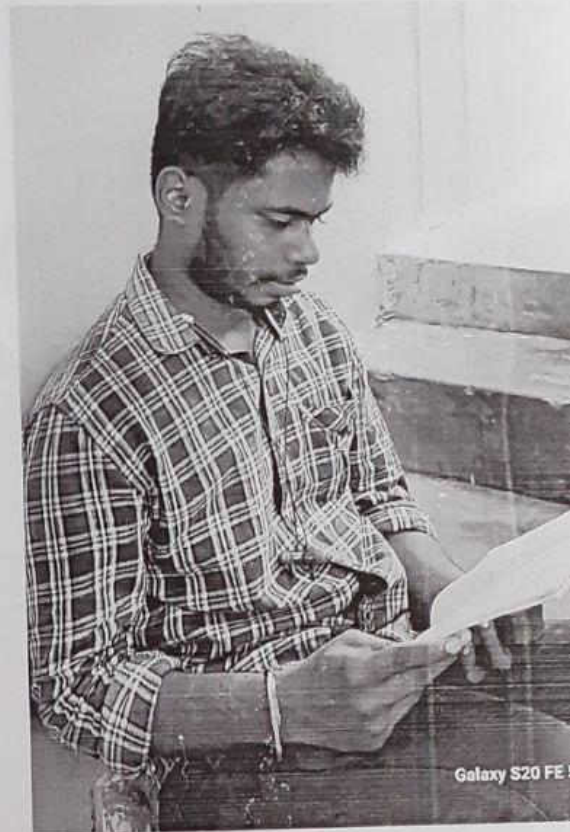
|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 1  | Oral communication                 | 1 | 2 | 3 | 4 | 5 |
| 2  | Written communication              | 1 | 2 | 3 | 4 | 5 |
| 3  | Proactiveness                      | 1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

Date:

B. Govinda Rao  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*







## Internal & External Evaluation for Semester Internship

### Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

### Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
  - Activity Log 10 marks
  - Internship Evaluation 30 marks
  - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
  - Internship Evaluation 100 marks
  - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration



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the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.
  - b. Real Time Technical Skills acquired.
  - c. Managerial Skills acquired.
  - d. Improvement of Communication Skills.
  - e. Team Dynamics
  - f. Technological Developments recorded.





## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

**(A Statutory Body of the Government of Andhra Pradesh)**

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