

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: BALLANNI VARSHINI

Name of the College: MRS AVN COLLEGE

Visakhapatnam

Registration Number: 120130803015



Period of Internship: 15 weeks (540 Hours) From: 01.04.2023 To: 14.07.2023

Name & Address of the Intern Organization:

ICTE Private Limited, Plot No. 24, Opposite Y School, Srivastava Nagar, GITAM College Road
Visakhapatnam, Andhra Pradesh

Mrs AVN COLLEGE, Visakhapatnam.

Andhra University

YEAR 2022-2023

Student's Declaration

I, **BALLANKI VARSHINI** a student of *Bachelor Of Commerce General Program*, Reg. No. 120130803015 of the Department of Bachelor Of Commerce , **Mrs AVN COLLEGE VISAKHAPATNAM**, do hereby declare that I have completed the mandatory internship from 01.04.2023 to 14.07.2023 (540 Hours) in **ICTE Private Limited**, Visakhapatnam, under the Faculty Guideship of **Sh. S. UDAY KUMAR**, Department of *Bachelor Of Commerce*, **Mrs AVN COLLEGE**, Visakhapatnam.

B. Varshini
(Signature and Date)

Official Certification

This is to certify that *BALLANKI VARSHINI* Reg. No. *120130803015* has completed his/her Internship in *IICTE Private Limited, Visakhapatnam* on **TAX AND INVOICE PROJECT** under my supervision as a part of partial fulfilment of the requirement for the Degree of *Bachelor Of Commerce General* in the Department of *Chemistry, Mrs AVN COLLEGE, Visakhapatnam*.

This is accepted for evaluation.



(Signatory with Date and Seal)

4
14/7/23

Endorsements

M. Padma Devi
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal **PRINCIPAL**
Mrs. A.V.N. COLLEGE
VISAKHAPATNAM

Acknowledgements

It gives me an immense pleasure and pride to express my sincere gratitude and respect for my teacher and guide Sri. SP PRADEEP KUMAR in Bachelor of Commerce, Mrs AVN COLLEGE, Visakhapatnam for his expert and inspiring guidance.

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I also thank ICTIS Private Limited, Visakhapatnam for providing internship opportunity.

My special thanks to the internship trainer Sri. Dr. MANIKANTA for their constant support, encouragement and timely advice.

B. Vaseehini
Signature of the student

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INTRODUCTION

Internship is an integral platform for anyone to gain experience in the actual work place. Thus, Internship is a good opportunity for students to learn, to gain experience and also to make preparation. Man learns through experience and real life is full of different kinds of experiences. We will encounter many difficulties and obstacles and with experiences we are expected to be able to encourage and complete the process. Experience in my eyes is a very valuable thing in life because we need to be brave in taking risks. It is also not something that we simply create, but we need to undergo through it. By doing my internship in an actual work environment, it helps me to know and discover myself from different angles. It also helps me to control and develop my attitude towards dealing with different kinds of people and situations.

I have decided to take the internship course to grab the golden opportunity to apply theoretical knowledge that I have in a real working environment. Through college, I learned about theories but doing an internship, I learned a practical approach on dealing with the real world. Even though it was not that much, it still has profound results in some aspects of my life. In some ways, through internship, I also have learned that I am still lacking as an individual and employee. Internship helps me to identify my weaknesses and also my strengths. "Experience without theory is blind, but theory without experience is mere intellectual play". The other reason why I choose to take the internship is as preparation for a more challenging work environment and situation. Our life in college is incomparable with real working experience. A working life is very challenging as it requires great effort, commitment and abilities, those are something that I need to be prepared and trained to.

Apart from that, I really want to gain professional experience and skills by taking the internship course. At the same time, I also want to improve my communication skills and ability to interact with people. I realize that by being part of society, I will need to meet different people around the office and I will have to communicate with them to settle their needs. Undergoing internship also helps to make me learn on how to work in a systematic organization. It helps me to learn how to be independent in accomplishing my tasks. Besides, all knowledge that I have learnt through my classroom learning in the classroom can be implemented through an internship. Not only that, by doing an internship, I am able to undergo challenges which are normal in a working life setting.

CHAPTER: OVERVIEW OF THE ORGANIZATION

Suggested Contents

A. Introduction of the Organization

Company which provides technology solutions to over customers with convergence of media, the changing landscape of the industries is becoming extremely competitive. As companies rapidly strive to gain a competitive advantage, ICTE helps companies innovate and transform its unique insights, differentiated services and flexible partnering models. This helped our customers reduce operating costs and generate new revenue streams. We provide high end business solutions for complex business utilizing current technologies with expert professionals in software industries. Our project is based on the principles of highest quality, longest reliability, lowest cost and complete customer satisfaction.

At ICTE PVT LTD we provides Software Products, IT services, HR consultancy, Security Systems, and various Transaction Processing Services. ICTE has integrates IT products and services to create customized solutions to allow you to undertake technology-based business transformation that allows reorganization in line with today's dynamic digital business environment.

B. Vision, Mission and Values of the Organization

ICTE PVT LTD is a service provider company committed to help business providing qualified resources, and professional services with the highest quality in different areas and we will leverage our strengths to execute complex global-scale projects to facilitate leading-edge products and services affordable to all consumers and business in India. At ICTE has developed its quality initiative and casts its process with perfect customization as per the client needs while meeting the defined standards. So here we will offer unparalleled value to create customer delight and enhance business productivity.

So quality is our measurable factor for us. It is our responsibility towards our valued clients who are the very cause of our existence.

C. Policy of the Organization in relation to the intern role

In the competitive IT services industry, it's difficult to know what differentiates one company from the other, so to keep pace with today customer-driven Business environment, companies must re think their business processes. As companies are facing increasing competitive pressure and are inhibited by inefficient IT systems, it is clear that current enterprise applications are no longer meeting the business demands. So with ICTE , you can be certain that we put our customer's interests first: we take a unique approach to fostering client, member (employee) and customer's satisfaction.

ICTE PVT LTD delivers solutions that address this with flexible enterprise applications that can be delivered quickly and cost-effectively into complex environments. The ICTE PVT LTD team represents the architecture of our approach. It governs how we deliver services to clients, how we interact with members and how we respond to customers requirements. ICTE is committed to helping our clients with win and grows to

D: Organizational Structure

ICTE PVT LTD is a globally focused services provider spread for serving customers, providing end-to-end services from IT development.

Our business encompasses a complete range of services that covering IT development, HR-Consultancy and various security systems etc. We endeavor to further extend our efforts beyond the traditional value chain by developing and deploying complete user friendly solutions for the entire spectrum of society.

Company area of business in IT side:

- ◆ Application development & maintenance
- ◆ Package implementation
- ◆ Web solutions
- ◆ Multimedia
- ◆ Content development
- ◆ Product design services
- ◆ Software development
- ◆ Web designing/ web publishing
- ◆ Graphics
- ◆ Data processing
- ◆ Hardware consultancy
- ◆ Wireless solutions
- ◆ Network solutions
- ◆ IT training
- ◆ Video conference
- ◆ web hosting

D. Rules and responsibilities of the employees in which the intern is placed.

- ❖ Business communication skills
- ❖ Team building
- ❖ Team working skills
- ❖ Personal productivity (motivation)
- ❖ Creative thinking
- ❖ Presentation skills
- ❖ Leadership for project leaders
- ❖ Time and self management
- ❖ Effective meetings
- ❖ Cross culture.

E. Performance the Organization- Terms of turnover, profits, market reach and market value.

Traditionally, a marketing plan includes the four P's: Product, Price, Place, and Promotion. For a software company business plan, your marketing strategy should include the following:

Product: In the product section, you should reiterate the type of software company that you documented in your company overview. Then, detail the specific products or services you will be offering. For example, will you provide open source programming, SaaS products, or software to support Microsoft systems?

Price: Document the prices you will offer and how they compare to your competitors. Essentially in the product and price sub-sections of your plan, you are presenting the products and/or services you offer and their prices.

Place: Place refers to the site of your software company. Document where your company is situated and mention how the site will impact your success. For example, is your software company located in a professional technology park, a standalone building or is it purely online? . Discuss how your site might be the ideal location for your customers.

Promotions. The final part of your software company marketing plan is where you will document how you will drive potential customers to your locations. The following are some promotional methods you might consider:

- Quarterly press releases to industry-wide interest groups
- Engage in social media mining and marketing
- Offer informative blogs, become a speaker in seminars
- Create a strong presence at tech trade shows and conferences
- Give expert opinions on tech social media platforms
- Improve the SEO (search engine optimization) on your website for targeted keywords

F. Future Plans of the Organization.

Our speculations for the future say that AI, machine learning, and data science will affect all spheres, and software code will automate most jobs worldwide. And all the software running around the world will need experts in software engineering to develop, maintain, and improve their working. This means that the software engineer demand in the future is going to rise, for more managerial roles like taking care of automated software, etc.

The customer demands for software are altering daily in the market, which has opened the sphere of innovation for organizations. While the new technologies being used today demand new skills and the assistance of skilled and experienced software engineers, the software engineers are working hard to learn new languages and stay updated with the trends.

Along with skills, software engineers will need to possess higher levels of ethics and integrity to work in data privacy and transparent AI applications. Software engineers' future prospects will increase as they adapt to the ever-changing digital world around them.

1. Cloud services
2. Artificial Intelligence
3. Low code development

4. Blockchain technology
5. Cybersecurity
6. Introduction of new programming languages
7. Advanced algorithms driving automation
8. The new reality with AR & VR



WEEKLY ACTIVITY LOG
ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of Tax	I learned about Intro Tax	
Day -2	Types of tax Invoice	Today I learned so many types of	
Day -3	Requirements for Issuing a tax invoice in india	I learned about Issuing a tax invoice	
Day -4	Information to include in a tax invoice.	I learned information to include in a tax invoice	
Day -5	Tax Invoice and VAT GST	Today I learned about tax Invoice	
Day -6	Importance of Tax Invoice for business	I learned about importance of Tax Invoice for business.	

Objective of the Activity Done: (Introduction of Tax)

Detailed Report:

- (1) A Tax is a mandatory fee or financial charge levied by any government on an individual or on operations.
- (2) To collect Revenue for public works providing the best facilities and infrastructure.
- (3) The collected funds is that used to fund all these public expenditure programs.
- (4) To ensure that the government is able to collect Tax from the citizenry.
- (5) Paying Taxes to the local government is an integral part of every civilized society where we live in the world.
- (6) New Taxes can be collected in any form such as state Tax, central Taxes, Government Taxes, Direct Tax & Indirect Tax.
- (7) For year 2021 we divided the types of Taxes in India in the form of

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introductions of Invoice	Today I have introduction of Invoice.	
Day - 2	Elements of Invoice	I learned about elements of Invoice.	
Day - 3	Functions of Invoice	I learned about functions of Invoice.	
Day - 4	Advantages of using Invoice Software	Today I have learned about advantages of using Invoice Software.	
Day - 5	Types of Invoice	I learned about Types of Invoice.	
Day - 6	Conclusion of Invoice	Today I have learned about conclusion of Invoice.	

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Create transactions	In this create transaction based	
Day -2	Non - Accounting Transactions	Today I learned Non-Accounting Transactions	
Day -3	multi - currency	Today I learned about multi currency	
Day -4	Introduction about inventory	I learned about introduction about inventory	
Day -5	Groups & Categories and Items Creation in Inventory	Today I learned about Grouped categories & items.	
Day -6	Transactions in inventory with stock.	I learned transaction in inventory with stock.	

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day-1	Transfer of material.	Today I learned How to transfer of material	
Day-2	price list / offers	I learned about price list / offers	
Day-3	stock invoice / SO and PO	Today I learned Stock in order / SO and PO	
Day-4	Purchase Order Creation with stock Invoice.	Today I learned about purchase Order creation with stock Invoice	
Day-5	Sales Order Creation with stock Invoice.	Today I learned about Sales Order creation with stock	
Day-6	Introduction to employee Salary Statement	Today's learned Introduction employee salary	

ACTIVITY LOG FOR THE SEVENTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Generation of Employee pay sheet with attendance	Today I learned about generation of Employee.	
Day -2	Create limits with Customer	I learned about Create limits with Customer	
Day -3	Budget planning in Sales	I learned about The budget planning in Sales.	
Day -4	Data Export in Excel PDF. JPEGS	I learned about sending mail	
Day -5	Sending mail through Excel PDF. JPEGS	I learned about Sending mail	
Day -6	Security Control (user level)	Today I learned about security Control.	

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction to final accounting	Today I learned Introduction To Final Accounting	
Day -2	To prepare final accounting reports with adjustments	Today I learned to prepare final accounting reports	
Day -3	To create journal with adjustments	I learned about to create journal with adjustments	
Day -4	Introduction about Debit Note	Today I learned about introduction about debit	
Day -5	Insert calculation of in business	I learned insert calculation in business	
Day -6	Tally audit in (interest)	I learned about Tally	

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Kapil Company Create Account Group in Tally	Learning account company, create company, alter company.	
Day -2	Learning create ledger creation, alteration chart of accounts	Kapil Company Create ledger in Tally	
Day -3	Kapil Company Create Voucher Types in Tally	Learning create voucher types in Tally	
Day -4	Kapil Company balance sheet & profit and loss checking	Learning company balance sheet, profit and loss checking	
Day -5	Kapil Company purchase & sales GST taxable invoice.	adding the purchase & sales GST taxable invoice.	
Day -6	Kapil company financial balance sheet & profit of losses total checking also the stock summary.	checking to the company loss and balance sheet	