

LONG TERM INTERNSHIP

Project report submitted

in partial fulfillment of the requirements for the award of the Degree of

BACHELOR OF COMMERCE

By

BONDALA DURGA PRASAD

(Reg. No: 120130803023)

Under the Esteemed Guidance of

Dr.B.SURESH BABU

(Lecturer in Commerce)

Sri.M.L.PRASANNA KUMAR

Head of the Department
COMMERCE



Mrs. A.V.N.College

(Affiliated to Andhra University)

Visakhapatnam-530001

2022-2023

Official Certification

This is to certify that **BONDALA DURGA PRASAD** Reg. No. **120130803023**
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 **b.com (COMMERCE)** in the Department of
Commerce,

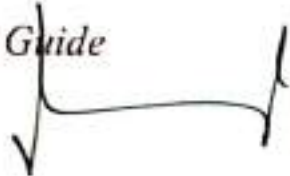
Mrs AVN COLLEGE, Visakhapatnam.

This is accepted for evaluation.



(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department


Principal
PRINCIPAL
MRS. A.V.N. COLLEGE
VISAKHAPATNAM

Certificate from Intern Organization

This is to certify that **BONDALA DURGA PRASAD** Reg. No. **120130803023** of **Mrs AVN COLLEGE, Visakhapatnam**, underwent internship in **IICTE Private Limited, Visakhapatnam** from 01.04.2023 to 14.07.2023 (540 HOURS).

The overall performance of the intern during his/her internship is found to be Satisfactory.



Authorized Signatory with Date and Seal

Estd: 1860

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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 preparations. Men learn 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 2: 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 innovative and transforms 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 professions 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 its 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. As **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 inhabitant 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.

IICTE PVT LTD delivers solutions that address this with flexible enterprise applications that can be delivered quickly and cost-effectively into complex environments. The **IICTE 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. **IICTE** is committed to helping our clients with win and grows to

D: Organizational Structure

IICTE 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
- ❖ AI/ML/BI
- ❖ 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. Roles 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 location(s). 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

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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 09-04-2023	ledger posting	I understanding ledger.	
Day - 2 10-04-2023	Introduction to voucher	I learn about the all types of voucher.	
Day -3 11-04-2023	Voucher posting	I understanding Voucher posting	
Day -4 12-04-2023	Transaction In vouchers	I understanding Voucher posting	
Day -5 13-04-2023	Cash transactions	I understanding in a cash transaction	
Day -6 14-04-2023	LAB	LAB-	

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

Objective of the Activity Done:

Sending mail through Excel, pdf Jpeg.

Detailed Report:

- * preparation.
- * The office Excel cover you files as attach.
- * Go to quick access tool bar and click - Email.
- * Sign in to Email and write 'Compose'.
- * Get the recipient's Email address a subject line and the text of your Email.
- * The list on the a "Insert Image" button which displays 'purchase of two smartphones'.
- * If you do not so formatting options you use in plain text mode.

ACTIVITY LOG FOR THE SEVENTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 13-05-2023	Casting / Cost Categories	I learned Casting Cost Categories	
Day -2 15-05-2023	Group Companies (merging of report)	I learned group Companies	
Day -3 16-05-2023	LAB	LAB	
Day -4 17-05-2023	Roll up and Posters (turn date)	I learned roll up and posters Tally	
Day -5 18-05-2023	Printing configuration	I learned Printing Configuration	
Day -6 19-05-2023	LAB	LAB	

WEEKLY REPORT
WEEK - 7. (From Dt. to Dt.)

Objective of the Activity Done:

Backup up and Restore (from date).

Detailed Report:

- * Backup up and restore servers to technologies and notes for making precise copies of files and applications to a Separate Secondary device and the way those copies to secondary the date and applications in the Event that the original date and applications are lost or in the Search box in Control panel type. file history
- * In the search box in Control panel type file history
- * follow the Directory the separate your files

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 20-05-2023	Checks posting	I learning how Source of checks posting.	
Day -2 22-05-2023	Split Company Date	I learn d Final Account	
Day -3 23-05-2023	LAB	LAB	
Day -4 24-05-2023	Introduction + final Accounting	I learning Introduction. final, Accounting	
Day -5 25-05-2023	To prepare final Accountancy report with adjustment	I learnt how to final Account report, with Adjustment	
Day -6 26-05-2023	Estd: 1860 LAB	LAB	

WEEKLY REPORT
WEEK - 8. (From Dt..... to Dt.....)

Objective of the Activity Done:

Introduction of final Accounting

Detailed Report:

- * final Account are those Accounts that are prepared by a kind stock company at the end of a fiscal year
- * the final Accounting is given and it shows the profitability and financial position of an business to its management owners and other interested parties
- * All Business transactions are first recorded in a Journal
- * They are then transfered to a ledger and balanced these final titles are prepared for a small 'c' periods.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 27-05-2023	To create Journal with adjustment	I learned how to create journal with adjustment	
Day - 2 29-05-2023	Introduction about debit note and Credit note	I learned to how debit note and Credit note	
Day -3 30-05-2023	LAB	LAB	
Day -4 31-05-2023	Interest calculation in business	I learned to how Interest calculation in business	
Day -5 01-06-2023	Tally Audit in internal	I learned to how tally and (Internal)	
Day -6 02-06-2023	LAB	LAB	

Objective of the Activity Done:

Interest Calculation In Business

Detailed Report:

- * Determine your annual growth rate.
- * Calculate your current working capital
- * Find your current liabilities
- * Multiply your growth rate times your.
- * You can calculate the simple interest you will earn in a Savings
- * The simple interest you will earn in a Savings account by multiplying the account balance by the interest rate by the time period the money is in the account.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1 03-06-2023	Tally vault	I learned to how tally vault.	
Day -2 05-06-2023	Assign the Company logo in invoice	I learned assign the Company logo	
Day -3 06-06-2023	LAB	LAB	
Day -4 07-06-2023	To generate admin and user passwords	I learned to generate admin and user passwords	
Day -5 08-06-2023	Create partnership Accounts	I learned Create partnership Accounts	
Day -6 09-06-2023	LAB	LAB	