

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

PROGRAM FEE FOR
SEMESTER INTERNSHIP

Name of the Student: CHODIPILLI DINESH

Name of the College: Mrs. A.V.N. COLLEGE

Registration Number: 120730803033

Period of Internship: From To

Name & Address of the Intern Organization

Tally Prime Veda Institute of Practical Accounting

Andhra University
YEAR

SEMESTER LONG TERM INTERNSHIP

**in Partial fulfillment of the Requirements for the award of the Degree of
BACHELOR OF COMMERCE**

Submitted By

**CHODIPILLI DINESH
(Reg. No:120130803033)**

Under the Esteemed Guidance of

DR.B.SURESH BABU

(Lecturer in commerce)

MLPRASANNA KUMAR

Head of the Department
Department of commerce



**Mrs. A.V.N.College
(Affiliated to Andhra University)
Visakhapatnam-530001
2020-2023**

An Internship Report on

Tally prime veris institute of practical accounting

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

M.P.A.V.N. college

Under the Faculty Guideship of

Sr. A.P. SUDHESH RAJULU

(Name of the Faculty Guide)

Department of

B.com Commerce

(Name of the College)

Submitted by:

CHODIPILI DINESH

(Name of the Student)

Reg.No: 120130803033

Department of Commerce B.com

(Name of the College)

Student's Declaration

I, L. CHANDRASEKHAR DINESH a student of Tally prime Internship Program, Reg. No. 20190803033 of the Department of Commerce College do hereby declare that I have completed the mandatory internship from 01-06-2023 to 15-07-2023 in _____ (Name of the intern organization) under the Faculty Guideship of Sf. B. Sunmish Babu (Name of the Faculty Guide), Department of Commerce - B.com _____ Mrs. A.V.N. College _____ (Name of the College)

(Signature and Date)

Page No

Official Certification

This is to certify that CHODIPILLI DINESH (Name of the student) Reg. No. 20202503032 has completed his/her Internship in WRI's Institute of practical Accounting (Name of the Intern Organization) on Tally software (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Mrs. A.V.N. College in the Department of Commerce B.com (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal) 20/07/2023

Endorsements


Faculty Guide


Head of the Department


Principal
Mrs. A.V.N. COLLEGE
WISAKHAPATNAM

Page No

Certificate from Intern Organization

This is to certify that CHODIPILLI DINESH (Name of the intern)
Reg. No. 120130803033 of Mrs. A.V.N. College (Name of the
college) underwent internship in venis Institute practical Accounting (Name of the
Intern Organization) from 01-04-2023 to 15-7-2023

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


Authorized Signatory with Date and Seal 20/01/2023

Veni's

INSTITUTE OF PRACTICAL ACCOUNTING (IPA)

Regd. No : AP-03-30-006-0919865

Practical Training place for Accountanting & Taxation...

IPA

Date: 20-07-2023

LONGTERM INTERNSHIP COMPLETION CERTIFICATE

This is to certify that "CHODIPILLI DINESH" ,

Regd No: 120130803033 from Mrs. A.V.N College, Visakhapatnam has been successfully completed 15 weeks(540 Hours) Internship of Accountancy at Veni's Institute of Practical Accounting (IPA),

from **01-04-2023 to 15-07-2023** .He was highly motivated and hard working, He worked sincerely at his tasks of accounting and tally prime, did very good job.

For Veni's Institute of Practical Accounting



Managing Director

(GOLAGANI PINEESHYA)

Acknowledgements

I express my humble gratitude to M. SIMHADRI NAIDU, Principal of our college for giving this opportunity of doing this project.

I am thankful to M.L. PRASANNA KUMAR, Head of the Department of commerce and college authorities for providing necessary infrastructure and facilities.

I express my sincere gratitude to our lecturer sri. B.P. PRADEEP KUMAR who gave me full guidance and encouragement throughout the development of this project.

I am also pleased to be thankful to our programmers for the valuable cooperation, advice and assistance to complete this project successfully.

I wish to take this opportunity to express my deepest thanks to all my class friends who had helped in this project at every stage.

I also thank Veni's Institute of practical Accounting (IPA) Visakhapatnam for providing internship opportunity. My special thanks to the internship trainer Mrs. GOLAGANI PINEESHYA for their constant support, encouragement and timely advice.

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.

This report provides an overview of the Tally Prime Internship program, highlighting the key accomplishments, experiences, and learnings during the internship period. The internship aimed to provide practical exposure to the Tally Prime software and its functionalities, as well as to develop skills in accounting and business management.

During the internship, significant progress was made in various areas. The interns gained a comprehensive understanding of Tally Prime, an advanced accounting software widely used by business for financial management. They explored the features and capabilities of Tally Prime, including data entry, invoicing, inventory management, financial statements, and taxation.

Furthermore, the interns actively participated in real-world scenarios and case studies, allowing them to apply theoretical knowledge to practical situations. This hands-on experience provided valuable insights into the challenges and

The internship program also focused on enhancing the interns' accounting skills. They were exposed to various accounting principles and practices, such as double-entry bookkeeping, journal entries, ledger maintenance, and financial analysis. The interns received guidance and mentorship from experienced professionals, enabling them

to provide a strong foundation in accounting, tax, and other applications.

In addition to technical skills, the internship emphasizes the development of soft skills. The interns were first-agers in exposure to their respective business, financial, and tax-related situations. Through collaborative projects and discussions, they also had the opportunity to interact with professionals from different departments, which provided them with exposure to diverse perspectives and a holistic understanding of business operations.

Overall, the Tally Internship Program provided interns a valuable learning experience. The interns gained practical knowledge of Tally Prime and developed essential accounting and business management skills. The internship provided a platform for personal and professional growth, empowering the interns to become competent professionals in the field of accounting and finance.

Based on the accomplishments and outcomes of the Internship Program, it is recommended that Tally Prime continue to invest in such initiatives to nurture young talent and bridge the gap between theoretical learning and practical application. The company can further enhance the Internship Program by incorporating additional hands-on projects, industry-specific case studies, and mentorship opportunities to ensure a well-rounded learning experience for further interns.

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.

Suggested contents

A. Introduction of the organization

Established in the year 2019, Veri's Institute of Practical Accounting in Gajuwaka, Visakhapatnam is a top player in the category tally training institutes in Visakhapatnam. This well-known establishment acts as a one-stop destination servicing customers both local and from other parts of Visakhapatnam. Over the course of its journey, this business has established a firm foothold in its industry. The belief that customer satisfaction is as important as their products and services, has helped this establishment garner a vast base of customers. The institute provides practical training on Accounting and taxation such as like Basics of Accounting, Manual Accounting, Accounting in Tally.

B. Vision, Mission and values of the organization.

Veri's Institute of Practical Accounting (IPA) 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 strength to execute complex global scale project to facilitate leading-edge products and services affordable to all consumers and business in India. As IPA has developed its

quality, reliability and costs. It's process with perfect customization as per the client needs while meeting the defined standards so here we will offer unique value to create customer delight and enhance business productivity.

- policy of the organization in relation to the intern role.

training institutes also known for tally training institute, GST training institutes, ICWA tutorials, tally GST training institutes, computer training institutes for accounting, computer training institutes for MS Excel, tutorials for commerce, Accounts tutorials and much more. Find Address, contact Number, Reviews & photos, [click to visit institute of practical Accounting visakha patnam.](#)

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.

Introduction of Accounting: Introduction to accounting Accounting is an art, inside it we do recording, classifying and summarizing like a proper significant manner.

Recording here means recording the data.
classifying means taking them from one place to another
summarizing means getting it to its rightful place.
significant manner means keeping in many ways.
combining all these factors, we define the account.
which features can increase the profit of the company. this happens in the order of date of according to the rule.

Advantage of accounting:

- 1:- proved complete and systematic recording
- 2:- information regarding profit and loss
- 3:- information regarding the financial position.
- 4:- Help in the assessment of tax liability.

What is Account definition:-

The total record of transactions related to a person, thing, special, property. gain or income, loss or expenditure etc. is called the account in the title in which books are kept in the books of account.

Example:- the account of all the transactions related to a trader will be written in brief in one place in the accounting books, and then we call

Item the account of traders traders.

Let us explore Debit and credit in detail.

Debit: when an account is entered in the name of the person, it is called debit. For example, if we have sold a book to someone, then we write that amount in the name of that person, writing that account in debit. In short, when we debit, we write Debit in the name of the person.

Example: - Suppose I bought goods worth 100 rs. from you, so what did you write 100 rs. in the name of Debit, it is called debit in the language of commerce. Deepak's account has to be debit.

Credit: credit refers to the deposit, that is, if we have sold any goods lent to someone and he gives the money back to us, then we credit that amount to his account in the name of that person. i.e. we write the credit as Cr. in short.

Example: - we have sold goods to Shivam and he has given us money, then when he bought it, we debited his account and when he gave money to us, we credit that money to his account i.e. money deposited in his account.

Classification of accounts classification of accounts: - types of accounting there are 3 types of accounts in Account:-

- Personal Account (Personal Account)

- Real Account (Real Account / Objective Account)

- Nominal Account (Nominal Account / Unrealized account)

Personal Account (Personal Account): - All such accounts which are related to any person (institution, bank, firm or company), we call them personal account.

Ex: - Surdeep A/c, ABC Pvt limited A/c, SBI Bank account, Cardinal A/c, Praising A/c etc.

Rules of Personal Account:

- Debit - the account of the person receiving the item for the trade.

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

- 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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Ch. Dinesh*
Programme of Study:
Year of Study:
Group:
Register No/H.T. No: *120130803033*
Name of the College: *mrs A.V.N college*
University:

| <i>Sl.No</i> | <i>Evaluation Criterion</i> | <i>Maximum Marks</i> | <i>Marks Awarded</i> |
|--------------|-----------------------------|----------------------|----------------------|
| 1. | Activity Log | 10 | |
| 2. | Internship Evaluation | 30 | |
| 3. | Oral Presentation | 10 | |
| | GRAND TOTAL | 50 | |

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Ch. S. Rishi*
Programme of Study:
Year of Study:
Group:
Register No/H.T. No: *1201202020202*
Name of the College: *A.V.R. College*
University:

| SLNo | Evaluation Criterion | Maximum Marks | Marks Awarded |
|--|---|---------------|---------------|
| 1. | Internship Evaluation | 80 | |
| 2. | For the grading giving by the Supervisor of the Intern Organization | 20 | |
| 3. | Viva-Voce | 50 | |
| | TOTAL | 150 | |
| GRAND TOTAL (EXT. 50 M + INT. 100M) | | 200 | |

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

Page No



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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