

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH

SEMESTER LONG TERM INTERNSHIP

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

Submitted By
Mohammad Rasheeda Parveen
Reg.No 120130803106

Under the Esteemed Guidance of

Mrs. GOLAGANI PINEESHYA

Veens Institute of Practical
Accounting

B N MURHTY

ASSISTANT PROFESSOR
Mrs. A. V. N. college



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

PROGRAM BOOK FOR

SEMIESTER INTERNSHIP

Name of the Student: Mohammad Rashed parween

Name of the College: Mrs. Avni College

Registration Number: 120150803106

Period of Internship: 01/4/2023 From: 15/7/2023 To:

Name & Address of the Intern Organization

Tally prime Venus Institute of practical accounting

Andhra University

YEAR

Date: 20-07-2023

LONGTERM INTERNSHIP COMPLETION CERTIFICATE

This is to certify that "MOHAMMED RASHEEDA PARVEEN",

Regd No: 120130803106 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**. She was highly motivated and hard working, She worked sincerely at her tasks of accounting and tally prime, did very good job.

For Veni's Institute of Practical Accounting



Managing Director

(GOLAGANI PINEESHYA)

An Internship Report on

Gully Finance Venu Institute of practical accounting

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Mrs Avni college

Under the Faculty Guideship of

B.N Murthy

(Name of the Faculty Guide)

Department of

B.Com Commerce

(Name of the College)

Submitted by:

Mohammed Raheeda Parveen

(Name of the Student)

Reg.No: 120130803106

Department of Commerce B.Com

Mrs Avni college

(Name of the College)

Student's Declaration

U. Mohammed Rasheeda a student of Calypso Internship
Program, Reg. No. 120130503106 of the Department of Commerce

College do hereby declare that I have completed the mandatory internship
from 01-04-2023 to 15-07-2023 in IIPA (Name of

the intern organization) under the Faculty Guideship of

B. N. Muthy (Name of the Faculty Guide), Department of
Commerce B Com, MRS. AVN College

(Name of the College)

Mohammed Rasheeda
(Signature and Date)

Official Certification

I hereby certify that Mr. J. H. [Name] is a member of the [Organization] and has been duly elected to the office of [Position] for the term ending on [Date].

Requirements



WPA A & R COLLEGE
[Address]

Certificate from Intern Organization

This is to certify that Mohammed Raheeda Parveen (Name of the intern)
Reg. No. 120130803106 of Mrs. AVM College (Name of the
College) underwent internship in Venus Institute of practical (Name of the
Intern Organization) from 01.04.2023 to 15.07.2023
accounting

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

Authorized Signatory with Date and Seal

Acknowledgements

Express my humble gratitude to M. Simhadri Naide
Principal of our college for giving this opportunity of
doing this project

I am thankful to Mr. Prannan Kumar Head of
Department of Commerce and College authorities
providing necessary infrastructure & facilities

Express my same sincere gratitude to our lecturer
Mr. Pradeep Kumar who gave me full guidance
& Encouragement throughout the development of
project.

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

Wish to take this opportunity to express my
heart thanks to all my CBSE friends who had
helped in this project at every stage

Also thank Venu Institute of practical accounting
Balkhatnara for providing internship opportunity

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Mohammad Saheer Afroz

120130803106

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 and internship provided program, highlighting the key accomplishments, experiences and learnings during the internship period.

The internship aimed to provide practical knowledge in various courses, Tally prime software module, various courses and its functionalities, as well as to develop skills in accounting and business management during the internship. Significant progress was made in various courses, the interns gain a comprehensive understanding of Tally prime an advanced accounting software widely used by business for financial management, financial statements, and taxation.

with them. 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 & complexities faced by firms in managing their accounts effectively.

Internship programme also focused on enhancing the internal accounting skills. They were exposed to various accounting principles & practices such as double entry book keeping, journal entries ledger & maintenance of financial statements. The interns received guidance & mentorship from experienced professionals, enabling them to develop a strong foundation in accounting principles & their application.

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:

1. Introduction of the Organization:

Established in the year 2014, Wipro Institute of practical accounting in a Gyanwaka shapattam is a top player in the category of training Institutes in market, Over the years of its customers satisfaction is an important factor. Their products & services have helped this Institute garner a vast base of customers.

Mission and Value of Organisation

Verna Institute of Practical Accounting
is a service provider Company committed
to help business providing Quality Services and
Professional Services with the highest Quality in
front areas & and we will leverage our
strength to create leading-edge products and
service affordable to all consumers and business
in India.

Policy of the Organisation in relation to the
the environment

Training institutes. Also known for tally
training institutes, GST training institutes,
CWA Institutes, Tally GST training institutes,
computer training.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Recording of transactions in a systematic manner	Understand the importance of recording transactions in systematic manner.	Rohit
Day - 2	Basic words in Accounting	Understand and define basic accounting terms (financial reports)	Rohit
Day - 3	Revenue Expenditure	Understand the impact of revenue expenditure on the income statement & profit margin	Rohit
Day - 4	Capital Expenditure	Learning about capital expenditure in value understanding financial analysis. & technical	Rohit
Day - 5	Fixed Assets	Understanding the characteristics & categorization of fixed assets & their classification by nature of assets	Rohit
Day - 6	Current Assets	Learning about current assets & their classification	Rohit

Student Self Evaluation of the Short-Term Internship

Student Name:	Mohammad Raheel Farooq			Registration No:	2101302003006
Term of Internship:	2 months	From:	01.04.2023	To:	15.07.2023
Date of Evaluation:					
Organization Name & Address:	Venis Institute of Medical & Learning				

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


 Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: Abdullah Kader
 Term of Internship: From 1st Dec 2019 To 31st Dec 2019
 Date of Evaluation:
 Organization Name & Address: Department of Health & Safety
 Name & Address of the Supervisor with Mobile Number:

Please rate the student's performance in the following areas

Please note that your evaluation shall be done independent of the student's self-evaluation.

Rating Scale: 1 is lowest and 5 is highest rank

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

B.N. Murtuza

Signature of the Supervisor

Date:

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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: Rohammad Rasheda paswan
Programme of Study: Public Finance
Year of Study: 2020-2023
Group: B.com
Register No/H.T. No: 120130803106
Name of the College: M.S. AVN College
University: Andhra University

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

R.S.N. Murthy
Signature of the Faculty Guide

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EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Mohammad Raiheda Faruq*
Programme of Study: *Public Admin*
Year of Study: *2020-2023*
Group: *B-Com*
Register No/H.T. No: *170130803106*
Name of the College: *Mrs AVN College*
University: *Andhra 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	

B.N. Musthy
Signature of the Faculty Guide

Signature of the Internal Expert *[Signature]*

Signature of the External Expert

Signature of the Principal with Seal