

LONG TERM INTERNSHIP

Project report submitted
in partial fulfillment of the requirements for the award of the Degree of
BACHELOR OF COMMERCE

By

NELLI JYOTHSNA

(Reg. No: 120130803121)

Under the Esteemed Guidance of

Sri.M.L.PRASANNA KUMAR

(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



Mrs. A V N COLLEGE

Government of Andhra Pradesh Grant in Aid Institution,
Recognized Under UGC Act Section 12(b) and 2(f),
NAAC Reaccredited with CGPA 2.88 / 4.00 (B Grade) in
VISAKHAPATNAM - 530001



SEMESTER INTERNSHIP
(On-Site / Virtual)

Estd: 1960

**PROGRAM BOOK FOR
SEMESTER INTERNSHIP**



Name of the Student: **NELLI JYOTHSNA**

Name of the College: **MRS AVN COLLEGE**

Visakhapatnam.



Registration Number: 120130803121

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

Name & Address of the Intern Organization:

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

Mrs AVN COLLEGE, Visakhapatnam.

Andhra University

YEAR 2022-2023

An Internship Report on
TAX AND INVOICE PROJECT
ON
TALLY

Submitted in accordance with the requirement for the degree of
B.COM (COMMERCE)

Under the Faculty Guideship of

Sri. Dr. M.I. PRASANNA KUMAR

Department of COMMERCE

Mrs AVN COLLEGE

Visakhapatnam.

Submitted by:

NELLI JYOTHSNA

Reg. No: 120130803121

Department of COMMERCE

Mrs AVN COLLEGE

Visakhapatnam.

Student's Declaration

I, **NELLI JYOTHSNA** a student of *B.COM (COMMERCE)* Program, Reg. No. **120130803121** of the Department 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 **IICTE Private Limited**, Visakhapatnam, under the Faculty Guideship of *Sri. Dr. M.I. PRASANNA KUMAR*, Department of Commerce, Mrs AVN COLLEGE, Visakhapatnam.

(Signature and Date)

Official Certification

This is to certify that **NELLI JYOTHSNA** Reg. No. *120130803121*
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

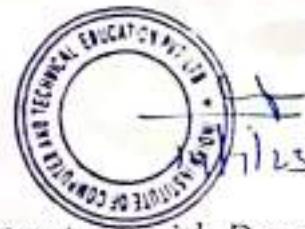
Principal

PRINCIPAL
Mrs. A.V.N. COLLEGE
VISAKHAPATNAM

Certificate from Intern Organization

This is to certify that **NELLI JYOTHSNA** Reg. No. *120130803121* 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

Acknowledgements

It gives me an immense pleasure and pride to express my sincere gratitude and respect for my teacher and guide Sri. Dr. M.I. PRASANNA KUMAR, Department of Commerce, Mrs AVN COLLEGE, Visakhapatnam for his expert and inspiring guidance.

Also, I am very grateful to the head of the Department of Commerce, and the other faculty members of the Commerce Department for being a source of support during this project period.

I would like to extend my gratitude to my principal Sir Dr. SIMHADRI NAIDU for providing me all the necessary facilities that were required for successful completion of this internship.

I also thank IICTE 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.

N. Jyothsna
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 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 too 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: EXECUTIVE SUMMARY

This report provides an overview of the Tally Prime Internship Program, highlighting the key accomplishments, experience and learning 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 involving - inventory management financial statement, and taxation.

The internship program also focused on enhancing the interns' accounting skills. They were exposed to various accounting principles and practices, such as double entry, book keeping, ledgers.

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 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 professionals in software industries. Our project is based on the principles of highest quality, utmost 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
- ❖ 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. 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

1. Future Plans of the Organization

Our organization should focus upon the IT software using and data science will affect all spheres of business. We will flourish more on software development and the software running around the world will need experts in software engineering in designing, maintain and/or fix them working. This means that the software engineer demand in the future is going to be high. Other management like taking care of automated software, etc.

The consumer demand for software are always rising in the market, which has opened the sphere of innovation for organizations where the new technologies being used today. Without the skills and the experience of tested and experienced software engineers, the software will surely be coming from its source languages and stay updated with the times.

Along with this, software engineering will have to include higher level of ethics and integrity, making it less greedy and self-interest in applications. Software engineers' future prospects will be good as they adapt to the ever changing digital world around them.

1. Cloud services

2. Artificial intelligence

3. User data personalization

4. Data science and analytics

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	Basic Accounting	To learned Basic knowled-ge of Accounting	
Day -2	Fundamentals of Tally	Today I learned fundamentals of Tally	
Day -3	Tally Basics	I learned Tally basics	
Day -4	Create a company in "tally"	I learned how to create a company in tally	
Day -5	List of chart of Accounts	I learned today more than list of charts	
Day -6	creating ledger	I learned how to create ledger Book.	

WEEKLY REPORT
WEEK - 1 (From Dt. 1/4/23... to Dt. 7/4/23.....)

Objective of the Activity Done: Fundamental of tally

Detailed Report:

1. Tally ERP 9 is the world's quickest, outcome strong solutions.
2. Tally ERP 9 is simple to Buy Easy to learn and quick to install.
3. It was invented to meet the requirements of small medium and large Business.
4. It offers an integrated business like financial sales - inventory Remote, capabilities, synchronization Excise manufacturing purchase and soon.
5. Tally course in Chennai Helps you to know Detailed fundamental about tally
6. Tally full form is "Transactions Allowed in a line yards".

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Ledger Posting	I understand -ing ledgers	
Day -2	Introduction to Voucher	I learn about the all types of Voucher	
Day -3	Voucher Posting	I understand -ing Voucher Posting	
Day -4	Transactions in Voucher	I understand -ing how to transaction in vouchers	
Day -5	cash transactions	I understand -in how to cash transactions	
Day -6	LAB	LAB	