

LONG TERM INTERNSHIP

Project report submitted

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

BACHELOR OF COMMERCE

By

PUJARI MOHAN SAI

(Reg. No: 120130803150)

Under the Esteemed Guidance of

MV. BHANUMATHI

(Lecturer in Hindi)

MI.PRASANNA KUMAR

Head of the Department

Department of 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)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP



Name of the Student: PUJARI MOHAN SAI

Name of the College: MRS AVN COLLEGE
Visakhapatnam.

Registration Number: 120130803150

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, 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 (GENERAL)

Under the Faculty Guideship of

Ms. MV BHANUMATHI

Department of Hindi

Mrs AVN COLLEGE

Visakhapatnam.

Submitted by:

PUJARI MOHAN SAI

Reg. No: 120130803150

Department of Commerce

Mrs AVN COLLEGE

Visakhapatnam.

Student's Declaration

I, PUJARI MOHAN SAI a student of *B.COM (GENERAL)EM* Program,
Reg. No. 120130803150 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
Smt. MV.BHANUMATHI, Department of Hindi, Mrs AVN COLLEGE,
Visakhapatnam.


(Signature and Date)

Official Certification

This is to certify that *PUJARI MOHAN SAI* Reg. No. *120130803150* has completed his/her Internship in *IJCTE 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(GENERAL)* 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 *PUJARI MOHAN SAI* Reg. No. *120130803150* 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,  *[Signature]* and Seal



Long Term Internship Certificate

This is to certify that

PUJARI MOHAN SAI

Mrs.A.V.N. College

has successfully completed 15 weeks

TALLY

During Apr-Jul 2023

Supported By IICTE

Mrs.A.V.N.College
Visakhapatnam,Andhra pradesh



Acknowledgements

It gives me an immense pleasure and pride to express my sincere gratitude and respect to my teacher and guide Smt. MV. BHANUMATHI Lecturer in Hindi, 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 members of the Hindi Department for being a source of support during this project.

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 ICTE 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.

P. Lakshmi
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 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 I: EXECUTIVE SUMMARY

This report provides an overview of the Tally prime internship program, highlights the key accomplishment experienced 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, invoicing, inventory management, financial statements, 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, bookkeeping, ledger, journal entries, maintenance, and financial analysis. The interns received guidance and mentorship from experienced professionals, enabling them to develop a strong foundation in accounting principles and their applications.

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
- ❖ 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

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 Invoice	Today I learned Introduction 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 learned advantage of using invoice	
Day -5	TYPES of Invoice	I learned About Types of Invoice	
Day -6	Evaluation of Invoice	Today I learned about Evaluation of Invoice	

WEEKLY REPORT
WEEK - 1. (From Dt. to Dt.)

Objective of the Activity Done: [Introduction of Invoice]

Detailed Report:

- i) An invoice is a time, stamped commercial documents that items and records a transactions between a buyer and seller.
- ii) If goods or services were purchased and credit that invoice usually specifies the terms of the demand provides information on the available media of payment.
- iii) An invoice is a document that maintains a records of transactions between a transactions buyer and seller.
- iv) Changes found on an invoice must by the responsible management personnel.
- v) Invoice are a critical elements of accounting internal control the and audits.
- vi) Invoice generally line payments terms unit costs shipping handling, and any other terms out lined during the transactions.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of TAX	I learned about introduction of TAX	
Day -2	TYPES of TAX Invoice	Today I learned so many types of tax invoice.	
Day -3	Requirements for issuing a TAX invoice in India	I learned about issuing a TAX	
Day -4	Information to include in a tax invoice	I learned information to include in a TAX	
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	