

LONG TERM INTERNSHIP

Project report submitted

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

BACHELOR OF COMMERCE

By

VADAMODULA ASHOK

(Reg. No: 120130803184)

Under the Esteemed Guidance of

G.SATYAM

(Lecturer in Sanskrit)

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: VADAMODULA ASHOK

Name of the College: MRS AVN COLLEGE
Visakhapatnam.

Registration Number: 120130803184

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

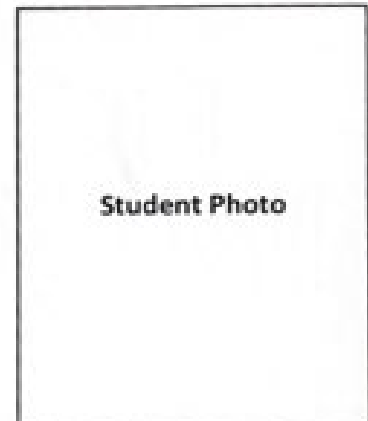
Name & Address of the Intern Organization:

**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 (GENERAL)

Under the Faculty Guideship of

Sri. G. SATYAM

Department of Sanskrit

Mrs AVN COLLEGE

Visakhapatnam.

Submitted by:

VADAMODULA

Reg. No: 120130803184


Department of Commerce

Mrs AVN COLLEGE

Visakhapatnam.

Student's Declaration

I, **VADAMODULA ASHOK** a student of **B.COM (GENERAL)** Program, Reg. No. **120130803137** 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. G. SATYAM**, Department of **Sanskrit**, **Mrs AVN COLLEGE**, Visakhapatnam.


(Signature and Date)

Official Certification

This is to certify that *VADAMODULA ASHOK* Reg. No. *120130803184* 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 (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
VISA KHAPATNAM

Certificate from Intern Organization

This is to certify that *VADAMODULA ASHOK* Reg. No. *120130803184* 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. G.Satyam Lecturer in Sanskrit, 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 Sanskrit 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 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.

V. Ashok
Signature of the student

Contents

| S. No | Name of the Content | Page No. |
|--------------|---|-----------------|
| 1 | INTRODUCTION | |
| 2 | CHAPTER 1: EXECUTIVE SUMMARY | |
| 3 | CHAPTER 2: OVERVIEW OF THE ORGANIZATION | |
| 4 | CHAPTER 3: INTERNSHIP PART | |
| 5 | ACTIVITY LOG FOR THE FIRST WEEK | |
| 6 | WEEKLY REPORT WEEK-1 | |
| 7 | ACTIVITY LOG FOR THE SECOND WEEK | |
| 8 | WEEKLY REPORT WEEK-2 | |
| 9 | ACTIVITY LOG FOR THE THIRD WEEK | |
| 10 | WEEKLY REPORT WEEK-3 | |
| 11 | ACTIVITY LOG FOR THE FOURTH WEEK | |
| 12 | WEEKLY REPORT WEEK-4 | |
| 13 | ACTIVITY LOG FOR THE FIFTH WEEK | |
| 14 | WEEKLY REPORT WEEK-5 | |
| 15 | ACTIVITY LOG FOR THE SIXTH WEEK | |
| 16 | WEEKLY REPORT WEEK-6 | |
| 17 | ACTIVITY LOG FOR THE SEVENTH WEEK | |
| 18 | WEEKLY REPORT WEEK-7 | |
| 19 | ACTIVITY LOG FOR THE EIGHTH WEEK | |
| 20 | WEEKLY REPORT WEEK-8 | |
| 21 | ACTIVITY LOG FOR THE NINTH WEEK | |
| 22 | WEEKLY REPORT WEEK-9 | |
| 23 | ACTIVITY LOG FOR THE TENTH WEEK | |
| 24 | WEEKLY REPORT WEEK-10 | |
| 25 | ACTIVITY LOG FOR THE ELEVENTH WEEK | |

| | | |
|----|---|--|
| 26 | WEEKLY REPORT WEEK-11 | |
| 27 | ACTIVITY LOG FOR THE TWELVETH WEEK | |
| 28 | WEEKLY REPORT WEEK-12 | |
| 29 | ACTIVITY LOG FOR THE TWELVETH WEEK | |
| 30 | WEEKLY REPORT WEEK-13 | |
| 31 | ACTIVITY LOG FOR THE THARTEENTH WEEK | |
| 32 | WEEKLY REPORT WEEK-14 | |
| 33 | ACTIVITY LOG FOR THE FOURTEENTH WEEK | |
| 34 | WEEKLY REPORT WEEK-15 | |
| 35 | ACTIVITY LOG FOR THE FIFTEENTH WEEK | |
| 36 | Student Self Evaluation of the Semester-term Internship | |
| 37 | Evaluation by the Supervisor of the Intern Organization | |
| 38 | Photographs | |
| 39 | References | |

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.

CHAPTER2: 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, IICTE 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 IICTE PVT LTD we provides **Software Products, IT services, HR consultancy, Security Systems,** and various **Transaction Processing Services.** IICTE 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

IICTE 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 IICTE 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 IICTE , 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

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 1-4-23 | Basic Accounting | I learned basic knowledge of accounting | |
| Day -2 3-4-23 | Fundamentals of Tally | Today I learned fundamentals of Tally | |
| Day -3 4-4-23 | Tally Basics | I learned Tally Basics | |
| Day -4 5-4-23 | Created a company in "Tally" | I learned how to create company in Tally. | |
| Day -5 6-4-23 | List of chart of Accounts | I learned today more than list of charts | |
| Day -6 7-4-23 | Creating ledger | I learned how to create ledger Book. | |

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

Objective of the Activity Done:

(Introduction of Tax)

Detailed Report:

1. A Tax B. a mandatory fee for financial change land by any government as on individual or organisation.
- To collect revenue for public works providing the best facilities and infrastructure.
- The collected funds is that used to fund different public expenditure.
1. To Run a nation judiciously. the govt of the collect the tax from the eligibility citizen.

paying taxes to the local govt is an integrity part of every once life no matter where we live in the world.

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief Description of The Daily Activity | Learning Outcome | Person In-Charge Signature |
|-------------------|---|--|----------------------------|
| Day -1 8-4-23 | Ledger posting | I understand how to Bank transactions create ledgers | |
| Day -2 10-4-23 | Introduction to Voucher | I learn about the all types of Voucher | |
| Day -3 11-4-23 | Voucher posting | I understanding Voucher posting | |
| Day -4 12-4-23 | Transactions Voucher | I understand how to Transactions in Voucher | |
| Day -5 13-4-23 | Cash transactions | I understand how to cash transaction. | |
| Day -6 14-4-23 | LAB | LAB | |