



# 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:** VASANASETTI VARALAKSHMI

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



**Registration Number:** 120130803192.

**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*

*Smt.D.Gayathri*

*Department of COMMERCE*

**Mrs AVN COLLEGE**

**Visakhapatnam.**

**Submitted by:**

**VASANASETTI VARALAKSHMI**

**Reg. No: 120130803192**

*Department of COMMERCE*

**Mrs AVN COLLEGE**

**Visakhapatnam.**



**Skill India**  
असतो मा सद्गमय



# Long Term Internship Certificate

This is to certify that

VASANASETTI VARALAKSHMI  
**MRS AVN COLLEGE**

has successfully completed 15 weeks

TALLY

During Apr-Jul 2023

Supported By IICTE

Mrs AVN COLLEGE  
Visakhapatnam, Andhra Pradesh

  
Director  
IICTE PVT LTD

## Student's Declaration

I, **VASANASETTI VARALAKSHMI** a student of *B.COM (COMMERCE)* Program, Reg. No. **120130803192** 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.D.Gayathri*, Department of Commerce, Mrs AVN COLLEGE, Visakhapatnam.

*V. Varalakshmi*  
(Signature and Date)

## Official Certification

This is to certify that **VASANASETTI VARALAKSHMI** Reg. No. *120130803192*

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

*D. Gayatri*  
Faculty Guide

  
Head of the Department

  
Principal  
PRINCIPAL  
Mrs. A.V.N. COLLEGE  
VISAKHAPATNAM

## Certificate from Intern Organization

This is to certify that **VASANASETHI VARALAKSHMI** Reg No *120130803192* of *Mrs AVN COLLEGE, Visakhapatnam*, underwent internship in *ICTE 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*

## Acknowledgements

*It gives me an immense pleasure and pride to express my sincere gratitude and respect for my teacher and guide Smt.D.Gayathri, 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 HCTE 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. Varada kelhi*  
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 the 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 for a month, a few months and results in some aspects of my life. In some ways, through internship, I learned a lot of things that I could not learn in school and employed. Internship helps me to realize the importance of experience. The saying "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

**Problem - Solving and Debugging** : An essential aspect of the Internship was improving my problem solving and debugging skills. As part of the development team. I was in charge of analyzing, identifying and resolving issues efficiently.

The experience sharpened my focus on troubleshooting capabilities. - **Team Collaboration** : The Internship provided opportunities to develop effective teamwork and collaboration skills. Working closely with the development team. I actively participated in meetings, discussions, and code reviews.

This focused or collaborative environment following me. To enhance my communication and teamwork capabilities.

## 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, **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 technology led with expert professionals in software industries. Our project is based on the principles of highest quality, longest reliability, lowest cost and complete customer satisfaction.

**IICTE PVT LTD** provides Software, Products, IT services, HR consultancy, security solutions, and online 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.

**ICTE PVT LTD** delivers solutions that address this with flexible enterprise applications that can be delivered quickly and cost-effectively into complex environments. The **ICTE 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 customer requirements. **ICTE** is committed to helping our clients with win and grows to

#### **D: Organizational Structure**

**ICTE 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 ecosystem 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.