

THE ENTRIES OF PROGRAM BOOK

- Title Page
- Internship Report Front Page
- Student's Declaration
- Official Certification
- Certificate from Intern Organization
- Acknowledgements
- Contents

Chapter 1 : Executive Summary

The internship report shall have only a one-page 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.

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 with 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.

Chapter3: Internship Part

Description of the Activities/Responsibilities in the Intern Organization during the Internship, which shall include - details of working conditions, weekly work schedule, and equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- Activity Log for the Week (For Every Week)
- Weekly Report (For Every Week)

Chapter 4: Outcomes Description

- **Description of the work environment the student have experienced** (*in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.*)
- **Description of the real time technical skills the student have acquired** (*in terms of the job- related skills and hands on experience*)
- **Description of the managerial skills the student have acquired** (*in terms of planning, leadership, team work, behavior, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.*)

- **Description of how the student could improve the student communication skills** (*in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,*)
 - **Description of how the student could enhance the student abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.**
 - **Description of the technological developments the student have observed relevant to the subject area of training** (*focus on digital technologies relevant to your job role*)
- **Photos & video Links**
 - **Student self-evaluation**
 - **Evaluation by the supervisor of the intern organization**

Annexure-II

TITLE PAGE

PROGRAM BOOK FOR
(SHORT-TERM / SEMESTER-TERM) INTERNSHIP

COLLEGE LOGO

Name of the Student: Kappala Venkatesh

Name of the College: GKR Government Degree College, Gudlur

Registration Number: 202129011

Period of Internship: From 17/11/22 To: 28/2/23

Name & Address of the Intern Organization: Kofa ASSO'sate
Thirupu Veli, Gudlur, Thirupati Dist.

Vikram Simhapuri 2022-23
University
YEAR

2022 - 2023

Annexure-III

INTERNSHIP REPORT FRONT PAGE

An Internship Report on

Semester Internship program

(Title of the Short-Term / Semester Internship Program)
Submitted in accordance with the requirement for the degree of

B.Com (C.A)

Under the Faculty Guideship of

Lakshmi Bheemavarapu

(Name of the Faculty Guide)

Department of Computer Applications
S.K.R Government Degree College, Gundlur

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: 202129011

Department of Commerce

(Name of the College)

S.K.R Government Degree college.

Annexure-IV

STUDENT'S DECLARATION

Student's Declaration

I, Kappala Venkatesh a student of B. Com (CA) Program, Reg. No. 202129011 of the Department of S.K.R. GDC Gudlur College do hereby declare that I have completed the mandatory internship from 17/11/22 to 28/2/23 in Kota Associates (Name of the intern organization) under the Faculty Guidship of Lakshmi . B (Name of the Faculty Guide), Department of Computer Applications of S.K.R. Government Degree College (Name of the College)

K. Venkatesh
(Signature and Date)

Annexure-V

OFFICIAL CERTIFICATION

Official Certification

This is to certify that Kappala Venkatesh (Name of the student)
Reg. No. 202/270/1 has completed his/her Internship in Kola A3Sasafe (Name of
the Intern Organization) on Semester Internship (Title of the Internship) under my
supervision as a part of partial fulfilment of the requirement for the Degree of
B.Com (CA) in the Department of Computer Application (Name of the
College) S.K.R Government Degree College, Guduru

This is accepted for evaluation.

Endorsements

Lakshmi
Faculty Guide

Head of the Department

Principal

PRINCIPAL
(Signature with Date and Seal)
S.K.R. Govt. Degree College
GUDUR - 524 101.
Tirupur Dist.

Annexure-VI

CERTIFICATE FROM INTERN ORGANIZATION

Certificate from Intern Organization

This is to certify that Kappala Venkatesh (Name of the intern) Reg.
No 202129011 of G.K.R GIDC Guduru (Name of the College)
underwent internship in Kota Associates (Name of the Intern
Organization) from 17/11/22 to 28/2/23

The overall performance of the intern during his/her internship is found to be

Good (Satisfactory/ Not Satisfactory / ☒ Good).

Authorized Signatory with Date and Seal



ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today learning topic is what is tally introduction of the tally software	Introduction of the tally software	
Day - 2	How to use Tally what's Purpose Of Using Tally	Tally Software Uses and using Tally.	
Day - 3	today's learn topic is short cut methods of tally.	short cut method's of tally	
Day - 4	Today's learning topic is How to Use the short cut keys in Tally software	Advantages of short cut keys in the tally	
Day - 5	Specially today I learned the function keys, uses in the Tally software	Uses of the function keys in Tally	
Day - 6	Tally have different types of ledger observed this topic today.	Tally have the different types of ledger.	

WEEKLY REPORT

WEEK - 1 (From Dt. 14/11/2022 to Dt. 19/11/2022)

Objective of the Activity Done:

Detailed Report:

As per my Interest I continued my long term Internship in The same Organisation named Kota Associates Toorpu Veedhi, Guduru

As I already did my short-term Internship in this Organisation I am feeling comfortable as I already learned the office procedure

For big Organisation the sales bills hard copy has to be verified with the soft copy so there are 2 copies of sales bills one is online copy and another is offline copy.

If the two copies of sales bills are not same or not tallied the hard copy will be used for verification of data & the data should be tallied with online copy.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I learnt entering types of bills using ledger	data relating to different	
Day - 2	Today I learn the different types of the bills which type of bills accepted ^{Tally}	which types of bills accepted in Tally software	
Day - 3	Bills are of two types sales bills and purchases bills learned topic	Tally software Accepted in Tally software.	
Day - 4	Tally accepted the bank statement.	Tally day I learn the total bills Accepted ^{Tally} .	
Day - 5	This Day learn GST is a government related tax process used by Business people	This day I learn the Tally GST process with ^{Business people}	
Day - 6	How to interact the dnt's (business people) is day's	I developed my communication skills	

WEEKLY REPORT

WEEK - 19 (From Dt. 21/11/2022 to Dt. 26/11/2022)

Objective of the Activity Done:

Detailed Report:

What I am learned in this week.

This week I learn the what is Tally, how to use the tally, and what is the Advantages of Tally.

Tally is one type of calculation of the taxable Amount with the sale's and purchases Bills

Tally Express the Tax Amount on the sale's and purchase bills How much the Tax Amount on the a business

Above Information also I learn in this week

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I learn the, How to use the Tally Tods	Tally setting's modification option's I observed.	
Day - 2	This Day I learn the How to manage the office file's I observed different file's	I observed the different type's of files	
Day - 3	Today I observed the differentiation of the files	Different between to the manual files and online files	
Day - 4	this Day I learn the How to operate the tally process	Tally process	
Day - 5	Today I observed the modification of the data.	modification of the data	
Day - 6	Today I learn a New topic that is create the A/c ledger	Create the New A/c ledger	

WEEKLY REPORT

WEEK - 3 (From Dt. 28/11/22 to Dt. 4/12/22...)

Objective of the Activity Done:

Detailed Report:

Two type of Data have the tally, one is Manuvale Data Entering and online data have the Tax software in the internet.

In this week I learn the Total tally process

How to work the tally
How many option have in this tally.
How to use that option in the Tally software and How portioned the ~~A~~ Tally software.

This week I observed the total tally working process

~~A~~ Above Information is also learning topic in This week.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Percentage's of the Tally this learned topic so Important.	Percentage's of the Tally	
Day - 2	TO Day learn topic it is stage's of Person Tally	Percentage's of stages on the Tally	
Day - 3	Today I learn topic is 0% material's and Item's of the shops are business org	0% Percentage material's are Item's Business organization.	
Day - 4	Today I learn the 5% Taxable Business organization	5% Percentage Taxable Business organization.	
Day - 5	Today I learn the 12% Percentage Taxable organization	12% Percentage's of organization Business properties	
Day - 6	Today I learn the 18% Percentage's Business organization	18% Percentage's Item's Business properties	

WEEKLY REPORT

WEEK - 4 (From Dt. 5/12/22 to Dt. 12/12/22)

Objective of the Activity Done:

Detailed Report:

This week I learn the Entries of sales bill

sales bill Entries. also two types

1. Taxable Amount (GST)

2. Non Tax (0% GST)

1. Tax (GST) sales:

Tax sales also Different types

5% Tax GST

12% Tax GST

18% Tax GST

28% Tax GST

every tax GST Calculated the 0% on the Tax GST for Example is

5% @ GST 1000

2.5% @ GST TAX 50

2.5% @ GST TAX 50

Total Taxable Amount. 1100

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	This Day I observed topic is 28% percentage property taxable process	28% percentage property taxable process	Jel
Day - 2	this Day I learn the finally total taxable percentage of the Tally	finally total taxable percentage of the Tally	Jel
Day - 3	sale's all so have some percentage's of the Tax in the Tally	sale's bill's all so have some percentage of the Tax	Jel
Day - 4	Today I learn the a good topic that is a sale's taxable stage	Taxes of the sales taxable	Jel
Day - 5	In this Day learned Topic is difference's of the taxable percentage	Difference's of the taxable the taxable percentage	Jel
Day - 6	This Day I learn The How to Derived The percentage.	Derive calculation of the percentage's	Jel

WEEKLY REPORT

WEEK - 5 (From Dt. 12/12/2022 to Dt. 17/12/2022)

Objective of the Activity Done:

Detailed Report:

This week I learn the non tax (Gst)

It's a non taxable product good material It's opaid that type of materials only. Not all materials

and GST also. Devided the two types one is Interstate of GST and other state GST they are different types

Interstate also Taxble Amount dedicated by our state, but other state Taxble Amount is Dedicated by the other state.

Above information all so I learned in this week.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I learn the formulase of Tax calculations	Caluculation of the Tax the sales	Joel
Day - 2	Today I Idemitaied The problem and mistakes of the Tally Tax process	Identitaied the Problem's and mistakes	Joel
Day - 3	Today I learn the Internal process of The Tally	I observed The Internal process of the tally	Joel
Day - 4	Today I learn the maintenag of the Bills	How to maintanage of the Bills	Joel
Day - 5	Today I observed the performere of the Tally.	How to performed the Tally.	Joel
Day - 6	on This Day I learn The correction of the sales Bills	collection of the sales Bills	Joel

WEEKLY REPORT

WEEK - 6 (From Dt. 19/12/2022 to Dt. 24/12/2022)

Objective of the Activity Done:

Detailed Report:

This week I learned the Interstate Taxable Amount process and other state Taxable Amount process.

you purchase the material our state that is called the Interstate Tax. It's applied to the our state Tax Amount.

once you purchase the materials other state. That's called the other state Taxable Amount.

It's called the C GST and S GST

C GST means Central GST Tax

S GST means State GST Tax

and It's have a another option that is I GST

I GST

I GST mean Interstate of GST Tax.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	This Day I observed How to manage the office files different types of the files	Different between to the manual files and online files	
Day - 2	Today's I learn the topic Inserting sales bills as cash transaction in contra ledger	Sales bills also cash transaction	
Day - 3	Bank statement specially entry is contra entry is a one type of cash entry	cash special entries is contra entry	
Day - 4	Bank statement have two types of transaction that is 1. cash transaction (contra)	2. UPI online transaction	
Day - 5	Today learn topic is cash and UPI transaction they are bank statement transaction.	online and UPI transaction	
Day - 6	Sales bills have different types of taxes applied on the tally.	software on the sale entry is day	

WEEKLY REPORT

WEEK - 7 (From Date 12/12/2023 to Date 19/12/2023)

Objective of the Activity Done:

Detailed Report:

This week I learn the I GST Tax process. I GST is a Interstate of taxable process. It's dedicated for the Tax present on the other state.

Types of Tally Using the I GST Two types of process

1. Purchase of I GST

Purchase of Interstate GST

2. Sales of I GST

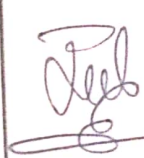
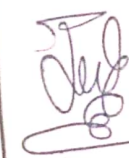
Sales of Interstate of GST

This used the Tally Tax

Purpose

Above information I learn this week.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	tools applied in the tally software on sales entry	sale's entry	
Day - 2	This Day I observed the sale's Bills filing	observation of the sales Bills filing	
Day - 3	sale Bill's filing process learned the sale's I learn this Day Bills filing process	sale's Bills filing	
Day - 4	Today I learn the shortcut keys and simple methods in the tally.	sales filing process in Tally.	
Day - 5	Today I learned the the sales process filing report	Sales Bills filing pattern.	
Day - 6	sale's Bills online copy is compared with hard copy of Bills	sales Bills are having online copy & hard copy	

WEEKLY REPORT

WEEK - 8 (From Dt. 2/11/2022 to Dt. 7/4/2023)

Objective of the Activity Done:

Detailed Report:

This week I interact the client
I/a a New skill in my Internal
ship

This week I learn the How
to interact the Business people
How to take to The client Now
in understanding the properly

at the same time I
learn the How to filing the
sales Bills and How to prepare
the filing process on the
sales Bills

sales Bills checking
on the online copy and
hard copy They are all so
same Amount and GST process
are applied. on the sales Bills.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	sankranti holi day's	holi day	Jed
Day - 2	sankranti holi day's	holi day	Jed
Day - 3	sankranti holi day's	holi day	Jed
Day - 4	sankranti holi day	holi day	Jed
Day - 5	sankranti holi day	holi day	Jed
Day - 6	sankranti holi day.	holi day	Jed

WEEKLY REPORT

WEEK - 9 (From Dt. 9/1/2023 to Dt. 14/1/2023)

Objective of the Activity Done:

Detailed Report:

1

This week sankranti
holidays.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	sankranti holi day	holi day	Tej
Day - 2	sankranti holi day	holi day	Tej
Day - 3	sankranti holi day	holi day	Tej
Day - 4	sankranti holi day	holi day	Tej
Day - 5	sankranti holi day	holi day	Tej
Day - 6	The Purchase bills are cross verification as per the sales bills the data	entered in tally and be double checking with original bills	Tej

WEEKLY REPORT

WEEK - 10 (From Dt. 16/1/2023 to Dt. 21/1/2023)

Objective of the Activity Done:

Attended Report:

This week sankranti.

holiday 8.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I observed the tally calculation formula's	Tally calculation formula's	Jed
Day - 2	Today I learn the whole tally process	learned topic is whole tally process	Jed
Day - 3	sale's Bill's filing process	sale bill's filing process	Jed
Day - 4	republic day	holi day	Jed
Day - 5	this day I learn the purchase bills filing process	Purchase Bill's filing process	Jed
Day - 6	Bank statement A/c creation's	A/c ledger creation.	Jed

WEEKLY REPORT

WEEK - 11 (From Dt. 23/1/2023 to Dt. 28/1/2023)

Objective of the Activity Done:

Detailed Report:

this week I learn the calculation of the Tally formulae

Tally formulae all so different types of formulas are available in the Tally But it's all so general formulas not special.

But it's so useful on the Tally.

at the same time I learn the sale bills and purchases bills filing process I observed on the Tally.

Above information all so I learn the & This week.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I learn the sales filing process also different types	Different types of filing data.	Jyoti
Day - 2	In this day I learn the data entry in Tally	Entry of the data in Tally software	Jyoti
Day - 3	this day I learn the checking process of the Tally	checking process of the Tally software.	Jyoti
Day - 4	Today I have learn the composition of the Tally.	composition of the Tally.	Jyoti
Day - 5	Today I learning point is Rechecking of the Tally	Rechecking of the Tally.	Jyoti
Day - 6	Today I learn the identify the mistakes of the Tally.	Identify the mistakes of Tally.	Jyoti

WEEKLY REPORT

WEEK - 12 (From Dt. 30/1/2023 to Dt. 4/2/2023)

Objective of the Activity Done:

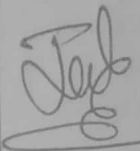
Detailed Report:

This week I learned the different stages of filing process have a tally & more important topic on the tally software. Entry of the data in the tally software.

This week I learned the how to check the tally entry process and which type of Bill's entry of the tally.

Now I comparison of the manual data and systematic online data. They are same. But some time it create the some numerical and calculation problems. That is also we clear. I learn that:

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	This Day I learn the Purchase Bills	Purchase Bills	
Day - 2	Today I learn the Purchase Bill Entries	Purchases Bills Entries	
Day - 3	Today I learn the Data Entries of purchase	Purchase Bills Data Entries	
Day - 4	Today I learn the modification of the Data.	modification of the Data.	
Day - 5	Today I learn the Calculation of the Entry Bills	Calculation of the Entry Bills	
Day - 6	Today I learn the Tax calculation's of The Tally	Calculation of The Tax in Tally software.	

WEEKLY REPORT

WEEK - 13 (From Dt. 6/2/2023 to Dt. 6/12/2023)

Objective of the Activity Done:

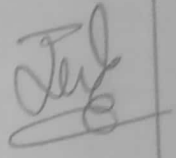
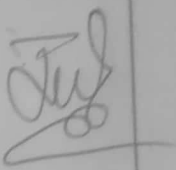
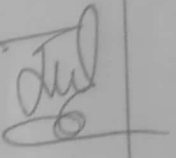
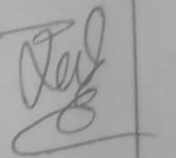
Detailed Report:

This Week I learn the topic
is purchase Bills

This Week I learn the
filing of the purchase Bills
Entry of purchase Bills
How to enter the purchase Bills
which type of information as pick
the ~~the~~ on the Bills purchase Bills
Bills also as provide party
has a sales. Bills
It already registered the
online

Above information also I learned
this week.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I learn the How to create the New Vouchers in Tally.	How to create a new Vouchers on Tally.	
Day - 2	Purchase Bills also special Entrees	special Purchase Bills.	
Day - 3	Purchase Bills have different stages of process in Tally.	Different stage of purchase bill's posting process	
Day - 4	stages are all so so eye to patient	stage of Particular on the Tally.	
Day - 5	Today I learn the total Tally process	Total Tally process	
Day - 6	Sivaratna holi day	holi day	

WEEKLY REPORT

WEEK - 14 (From Dt. 13/2/2023 to Dt. 18/2/2023)

Objective of the Activity Done:

Detailed Report:

I learned the week few information

This Week I learned the How to Create Created the vouchers and How to Enter the Data in the voucher Pattern.

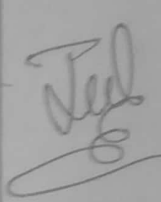
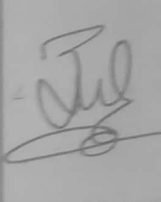
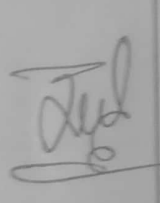
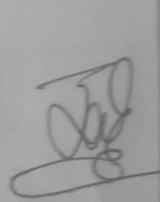
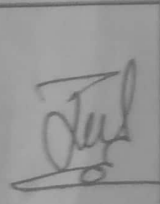
Purchase Bills Special Entries
GST Bills and Exempted Bills
GST Bills also Two types
1. S GST Bills
2. C GST Bills

S GST is Bills is state Related bills Taxable Process

C GST is Bills is ~~state~~ central Government means other state. Related GST Taxable Process

Above information also I learned in this week.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I learn the Tally Total process	Tally total process	
Day - 2	Today I learn the How to file the purchase	How to file the file purchase bills	
Day - 3	Today I learn the How to file the sales	How to file the sales bills	
Day - 4	Today I learn the How to identify the mistake	Identified the mistake's	
Day - 5	Today I learn the How to identify for the	Identified the problems	
Day - 6	Today I learn the Express the Tax Amount.	Express the Tally Tax Amount	

WEEKLY REPORT

WEEK - 15 (From Dt 20/2/2023 to Dt 25/2/2023)

Objective of the Activity Done:

Detailed Report:

This week is more important because this week I learn the Total Tally Taxble process I observed.

Finally This week I learn the tally filing process

I learned the sales bills filing process and purchase bills filing process

there also same But it's have opposite pattern. Receipts and Payment, sale, and purchase, contra

Above vouchers also I learned the this internship term. It's so use full in my college for life Day and ~~with~~ It's increased my self confident.

Annexure-IX

STUDENT SELF-EVALUATION

Student Self-Evaluation of the Short-term / Semester Internship

Student Name: Kappala Venkatesh

Registration Number: 202129011

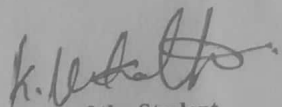
Term of Internship: From: 17/11/2022 to 28/2/2023

Date of Evaluation:

Organization Name & Address:

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

Date:


Signature of the Student

Annexure-X

EVALUATION BY THE SUPERVISOR OF THE INTERN ORGANIZATION

Evaluation by the Supervisor of the Intern Organization

Student Name: Kappala Venkatesh

Registration Number: 202129011

Term of Internship: From: 17/11/22 To: 28/2/23

Date of Evaluation:

Organization Name & Address: Kota Associates

Name & Address of the Supervisor with Mobile Number:

Note: 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

Date:


Signature of the Supervisor

Annexure – XI

INTERNAL ASSESSMENT STATEMENT

INTERNAL ASSESSMENT STATEMENT
(To be used by the Examiners)

Name of the Student: Kappala Venkatesh

Programme of Study:

Year of Study:

Group: B. Com (CA)

Register No/H.T. No: 202129011

Name of the College: S.K.R Government Degree College, Gundlur

University: Vikram Simhapuri

S.No.	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
GRAND TOTAL		50	

Date:

Signature of the Faculty Guide

Annexure – XII

EXTERNAL ASSESSMENT STATEMENT

EXTERNAL ASSESSMENT STATEMENT
(To be used by the Examiners)

Name of the Student: Kappala Venkatesh

Programme of Study:

Year of Study:

Group: B.Com (CA)

Register No/H.T. No: 202129011

Name of the College: S.K.R. Government Degree College, Guduru

University: Vikram Simhapuri

S.No	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	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

PRINCIPAL
S.K.R. Govt. Degree College
GUDUR - 524 101.
Tirupati Dist.