

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: P. Vyskroni

Name of the College: Dr. Lakshapalli Balloja College

Registration Number: 12H29809066

Period of Internship: From: 12th Feb 2024 To: 8/5/2024

Name & Address of the Intern Organization: Smartbridge

Andhra

University

YEAR

An Internship Report on

Accounting & Financial Analysis

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
Managerial Studies

Under the Faculty Guideship of

Dr. T.L. PURNIMA

(Name of the Faculty Guide)

Department of

BBA - Dr Lakshapalli Bullaya College

(Name of the College)

Submitted by:

PAVASETHI. VISHNUVI

(Name of the Student)

Reg.No: 121128807066

Department of BBA

Dr. LAKSHAPALLI BULLAYA COLLEGE

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester Internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/ the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets whenever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

I, Palasetti Vyshnavi a student of BBA
Program, Reg. No. D1128807066 of the Department of Management Studies
College do hereby declare that I have completed the mandatory internship
from 12th Feb, 2024 to 8th May, 2024 in Smartbridge (Name of
the intern organization) under the Faculty Guideship of
Dr. J.L. Purnima (Name of the Faculty Guide), Department of
BBA, Dr. Lakapalli Bullaya College.
(Name of the College)

P. Vyshnavi
11/5/24
(Signature and Date)

Official Certification

This is to certify that Palasetti. Vignavi (Name of the student) Reg. No. 121128507066 has completed his/her Internship in Sweet bridge (Name of the Intern Organization) on Accounting & Financial Analysis (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Management Studies in the Department of BBA Dr Lakshypalli Bulthage (Name of the College).

This is accepted for evaluation.

Endorsements

(Signatory with Date and Seal)
Dr. L. B. COLLEGE
VISAKHAPATNAM-13
11/5/24

Faculty Guide

P. Vignavi

Head of the Department

M. L. D.

Principal

[Signature]

Acknowledgement

I would sincerely like to thank APSCHE for providing me with this semester internship project which helped me to gain practical experience and knowledge on "Accounting and Financial Analytics".

I Thank our Respected Principal Sir

"Dr. G.S.K. CHAKRAVARTY" for giving me this wonderful opportunity.

I would also like to thank our Head of the Department "Mr. N.K. MAHESH", Department of BBA, and my guide "Dr. J.L. PURNIMA" for being a wonderful mentor throughout my Project.

I Thank Almighty God, my Parents and my friends without whose help this project would not have been completed.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

This internship curriculum provides a comprehensive

-live overview of accounting, financial analytics, and related areas using practical tools like Tally books and Excel, alongside theoretical frameworks.

Participants will start with setting up organization and user management in Tally Books, moving on to handling transactions, invoicing, and advancing, and advanced operations such as bank reconciliation and budgeting.

Overall, this curriculum equips participants with both practical & theoretical knowledge necessary for role in finance, accounting & investment management.

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 to 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.

Introduction of the Org:- Smartbridge is an Edtech startup based in Hyderabad. It was founded in 2015 with the mission of bridging the gap between academics and industries.

Mission :- Smartbridge mission is to establish a sustainable talent pipeline for the emerging industry by fostering strong industry-academia connections.

Objectives :-

- Internship for every student.
- Promote industry approved professional electives.
- Become a Talent factory of India by 2026.

CHAPTER 3: INTERNSHIP PART

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

There is no strict prerequisites for this Internship, having a basic understanding of accounting principles and proficiency in using spreadsheet software such as Microsoft Excel would be beneficial.

Students must have :-

- Basic Computer Skill.
- understanding of Accounting concepts.
- proficiency in Microsoft Excel.
- Analytical skills.

Remember, the most important prerequisites are willingness to learn, a curiosity to explore new concepts.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1 12.02.2024	Introduction class of Accounting & Financial Analytics.	By this we learned basics about Accounting & Financial Analytics.	Purnima
Day-2 13.02.2024	creation of Zoho account and basic introduction about Zoho Books.	By this we learned about how to create Zoho account	Purnima
Day-3 14.02.2024	Set-up organisation in Zoho Books.	By this we learned about setting-up organisation in Zoho	Purnima
Day-4 15.02.2024	Practical session on creation of organisation profile in Zoho Books.	By this we learned about creation of profile by practical experience.	Purnima
Day-5 16.02.2024	Introduction about Tax & GST.	By this we learned about basics of Tax & GST.	Purnima
Day-6 17.02.2024	Tax & GST in an organisation.	By this we learned about how Tax & GST works in organisation.	Purnima

WEEKLY REPORT

WEEK - 1 (From Dt..12.02.2024 to Dt..17.02.2024)

Objective of the Activity Done: Introduction of Accounting & Financial Analytics.

Detailed Report:

our 1st week at Zoho Books was an introduction of Accounting & Financial Analytics. our 1st week was primarily dedicated to laying the foundation for our internship journey.

First day of internship is a introduction session where we introduced to Zoho Books and learned what is Accounting & Financial Analytics. our second day we learned about how to create account in Zoho Books and we taught about Zoho Books and on 3rd day we taught about Setting-up organisation in Zoho Books. on 4th day we had a practical session on creating Zoho account and creation of organisational profile in Zoho Books. on 5th day we had an introduction class on Tax & GST. on 6th day we had in-depth session on Tax & GST and how it works in an organisation.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 19-02-2024	creation of Sales Invoice and customer master creation .	By this we learnt about how to create sales invoice .	Purnima
Day - 2 20-02-2024	creation of purchases modules & invoices .	By this we learnt about what all are required for purchases .	Purnima
Day - 3 21-02-2024	creation of Journal.	By this we learnt about recording of journals of a company .	Purnima
Day - 4 22-02-2024	chart of Accounts , Journals & payable entries .	By this we learnt about creating & recording of entries .	Purnima
Day - 5 23-02-2024	Reports	Basic introduction of Reports & MIS	Purnima
Day - 6 24-02-2024	Reports , Business Overview and Taxes .	By this we learnt about reports & Business Overview .	Purnima

WEEKLY REPORT

WEEK - 2 (From Dt.19.02.2024 to Dt.24.02.2024)

Objective of the Activity Done: 2nd week of Internship at Zoho Books.

Detailed Report:

Building upon the foundation established in the 1st week, the second week took us into the intersection of Accounting & Financial Analytics.

Our 1st day of 2nd week we were taught of creation of sales invoice and introduction to cloud Accounting and Zoho Books and Master creation which covered Items, customers and vendors. 2nd day we were taught creating of purchases which covered with Customers, Quotes, etc... 3rd day we covered creation of journals and entries of transactions. Fourth day, we learned about creating journals and payable entries. 5th day we had an introduction class about Reports and MIS (Management Information System). Last day we learned about other module, Business overview and different types of Taxes.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1 26-02-24	Introduction to the Financial Analytics.	By this I learned about indepth introduction about Financial Analytics.	Purnima
Day-2 27-02-24	Xoho Books - case study.	By this I learned about how to solve case study.	Purnima
Day-3 28-02-24	Report on Xoho Books	By this I learned about how to create report.	Purnima
Day-4 29-02-24	PV & NPV in XLS	By this I learned about creating & recording of PV & NPV in XLS.	Purnima
Day-5 1-02-24	Hands on practice on financial function using Excel.	By this I learned about financial function on excel.	Purnima
Day-6 2-02-24	Self-practice.	By this I learned all the classes listed throughout week.	Purnima

WEEKLY REPORT

WEEK - 3 (From Di.26.02.24, to Di.2.03.24.)

Objective of the Activity Done: 3rd internship with Zoho Books...

Detailed Report:

3rd week of internship with Zoho Books is been a foundation for practical experience for financial analytics. It's been a privileged to be a part of Zoho books. 1st day of internship of week-3 is been a introduction session of financial analytics by our faculty. Second day of week-3 we were taught of case study of Zoho books. we have gone through a case study and learned to solve case study and on 3rd day we learned about creating reports on case study we seen last class. on 4th day we had session on PV and NPV on XLS. on 5th day we had a practical session on financial function using excel, like monthly payments of a loan, etc.... on 6th day we don't have any session as it is weekend that day i had a live session. so i done self practice on classes of throughout week.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1 4.03.24	Financial Analysis theories & Methodologies.	By this I learned about various methodologies of financial management.	Purnima
Day-2 5.03.24	Financial Analysis theories & Introduction to Ratio Analysis.	By this I learned about Ratio Analysis.	Purnima
Day-3 6.03.24	Hands on practice on Ratio Analysis.	By this I learned practical knowledge on Ratio Analysis.	Purnima
Day-4 7.03.24	Introduction to Investment Management.	By this I learned basics of investment management.	Purnima
Day-5 8.03.24	Midday on occasion.	-	Purnima
Day-6 9.03.24	Self-practice.	Self-practice on weekly session / Revision.	Purnima

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WEEK - 4 (From Di.1.02.24 to Di.8.02.24)

Objective of the Activity Done: 4th week of internship with Yahoo Books.

Detailed Report:

4th week of internship with Yahoo Books is going well and helping us to acquire knowledge over all segments of finance. on 1st day we had a live session on Financial Analysis theories and methodologies to solve net present value, future values, etc... our 2nd day of internship we had a session on basics of Ratio Analysis. we learned what is ratio analysis and etc. on 3rd day we had a session on practical experience on ratio analysis we solved on problems on ratio Analysis. on 4th day we had solved four more problems on ratio analysis and later we had class on introduction of investment management.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 11.03.24	Types of Investment management.	By this we learned about types of investment management.	Purnima
Day-2 12.03.24	Introduction of financial market.	By this we learned about introduction of financial market.	Purnima
Day -3 13.03.24	Introduction to financial & Investment Analysis. & weekly Quiz.	By this we learned about financial & Investment Analysis.	Purnima
Day -4 14.03.24	Types of financial & Investment Analysis.	By this we learned about types of financial & Investment Analysis.	Purnima
Day -5 15.03.24	Stock market Basics & assignment allotment.	By this we learned about stock market basics.	Purnima
Day-6 16.03.24	Self-practice and Assignment completion.	Self practice.	Purnima

WEEKLY REPORT

WEEK - 5 (From Dt. 02.02.24 to Dt. 08.02.24)

Objective of the Activity Done: 5th week of Internship with Zoho Books.

Detailed Report:

Over 5th week of internship with Smad bridge was been excellent and very practical experienced sessions on the very 1st day of internship it is a continuous session of before work and we gone through types of investment management such as bonds, stocks, etc... on the 2nd day we were taught of financial market and its basics such as Stock market, FOFs, etc... on the 3rd day we learned about 'investment & financial analysis such as trends, economic cycles, inflation, etc... on the 4th day we were gone through the types of financial analysis such as profitability, liquidity, cashflow analysis, Trend analysis, P/E, Balance Sheet, and Ratios. on the 5th day we had a session on Stock market and intermediaries involved in stock market, Regulatory Bodies like SEBI, SEC, RBI, and clearing members and middlemen, etc... Day 6 is self practice and assignment work.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 18.03.2024	Hands on practice on Stock Market.	By this we learned about stock market in depth.	Purnima
Day - 2 19.03.24	Insurance fire	By this we learned about share pledging etc..	Purnima
Day - 3 20.03.24	Technical Analysis and weekly assessment.	By this we learned about in depth of Technical Analysis.	Purnima
Day - 4 21.03.24	Types of charts & indicators in Technical Analysis.	By this we learned about different types charts & indicators.	Purnima
Day - 5 22.03.24	live session on live trading in stock market	By this we learned about trading in stock market.	Purnima
Day - 6 23.03.24	Self - practice	Revision of whole week.	Purnima

WEEKLY REPORT

WEEK - 6 (From Dt.18.03.24 to Dt.23.03.24)

Objective of the Activity Done: week-6 of internship with smartbridge.

Detailed Report:

Our 6th week of internship was incredible and had a good experience in obtaining knowledge. I feel glad to get such a huge amount of knowledge and got to learn so many things which are new for me and give such a wonderful experience for my whole upcoming life.

Our 1st day of week-6 we had an continuous session of before week and had an live practice session of stock market. on 2nd day we learned about insurance like share pledging, circuit margin, and had an trading view. on 3rd day we had an session on technical analysis and market trends. on 4th day we learned about line chart, Bar chart, etc and candle stick method. on 5th day we had an complete session on live practical explanation by trading websites. 6th day is my self practice of whole week on my own.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Stock Market Basics	By this we learned about stock market.	Purnima
25.03.24			
Day - 2	Hands on practice Stock market.	By this we learned about stock market on practical.	Purnima
26.03.24			
Day - 3	stock market Pledging	By this we learned about stock market pledging.	Purnima
27.03.24			
Day - 4	Technical Analysis	By this we learned about technical analysis.	Purnima
28.03.24			
Day - 5	Candlestick Patterns	By this we learned about candlestick patterns.	Purnima
29.03.24			
Day - 6	Introduction to insurance.	By this we learned about basic introduction of insurance.	Purnima
30.03.24			

WEEKLY REPORT

WEEK - 7 (From Dt. 25.03.24 to Dt. 30.03.24)

Objective of the Activity Done: 7th week of internship with Smartbridge.

Detailed Report: Throughout this week's technical session in the internship, we delved into the fundamentals of stock market analysis, focusing on essential concepts such as candlestick patterns and technical analysis. We began by understanding the basics of stock market, including the factors influencing stock prices and the importance of conducting thorough research before making investment decisions. Moving forward, we explored candlestick patterns, which serve as visual indicators of price movements and market sentiments. By learning to identify and interpret various candlestick patterns such as doji, hammer and engulfing patterns, we gained insights into potential market trends and reversal signals. Additionally, we delved into technical analysis, which involves analyzing historical price and volume data to predict future price movements. By studying chart patterns, trend lines and technical indicators such as moving averages and relative strength index (RSI), overall, this week's technical session provided a solid foundation in stock market analysis in real-world trading scenarios.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 1/4/24	Introduction to insurance	Overview of Insurance industry.	Purnima
Day -2 2/4/24	Insurance products and policies.	Life Insurance products.	Purnima
Day -3 3/4/24	Property and casualty Insurance.	we learnt about property insurance	Purnima
Day -4 4/4/24	Risk management in Insurance.	we learned about principles of risk management.	Purnima
Day -5 5/4/24	Insurance Analytics	By this we learned about Data sources in Insurance.	Purnima
Day -6 6/4/24	Regulatory Environment and compliance.	By this we learned about Regulatory framework.	Purnima

WEEKLY REPORT

WEEK - 8 (From Di. 14/12/24... to Di. 20/12/24...)

Objective of the Activity Done: 8th week of Internship with Smartbridge.

Detailed Report:

Certainly, throughout the week of our internship in financial analytics, we meticulously covered a comprehensive range of topics relating to insurance. Our schedule was carefully structured to provide a thorough understanding of insurance principles, products, analytics, and regulatory frameworks. We commenced with an in-depth exploration of the insurance industry's fundamentals, encompassing various types such as life, health, and property and casualty insurance. Each day was dedicated to dissecting specific aspects, including the intricate details of insurance products and policies, risk management strategies, and analytical techniques tailored for the insurance sector. Through this immersive and structured approach, we acquired invaluable insights and skills essential for navigating the complexities of financial analytics within the insurance industry.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 6.04.2024	Team Introduction and Roles Assignment .	By this we learned about our team .	Purnima
Day -2 8.04.2024	Setting Expectations and Goal Alignment .	By this we learned about project goals.	Purnima
Day -3 9.04.2024	Building Trust and Communications	By this we learned and setup trust as team	Purnima
Day -4 10.04.2024	Establishing Team norms and work processes .	By this we learned about our project .	Purnima
Day -5 11.04.2024	Collaboration and Skill development .	By this we learned about skill development	Purnima
Day -6 12.04.2024	Team Bonding and Reflection.	By this we created team bonding .	Purnima

WEEKLY REPORT

WEEK - 9 (From Dt: 6.11.2024 to Dt: 12.11.2024)

Objective of the Activity Done: 9th week of internship with Smartbridge.

Detailed Report:

In our ninth week, the initial stages of our internship journey at Smartbridge Hyderabad, our focus shifted from online training to the crucial phase of team formation and project allocation. As the appointed team leader, I took the responsibility of guiding the process, ensuring a smooth transition into collaborative work. Over the course of six days, we meticulously crafted our team dynamic, fostering an environment of trust, open communication and shared goals. Through thoughtful introductions, role assignments and alignment of expectations, as we embark on our project journey, the bonds formed during this foundational period will undoubtedly serve as the corner stone of our success.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13 14.04.2024	Project Introduction and Research .	By this we learned about our project .	Purnima
Day - 2 15 20.04.2024	Project Scope Definition.	By this we known scope of project .	Purnima
Day - 3 16 22.04.2024	Stakeholder Identification and Engagement .	By this we identified stakeholder .	Purnima
Day - 4 17 23.04.2024	Data gathering and Analysis .	By this we learned about data of project .	Purnima
Day - 5 18 24.04.2024	Solution Design and Planning .	By this we learned about work designing .	Purnima
Day - 6 19 25.04.2024	presentation, preparation and finalization .	we finalised project .	Purnima

WEEKLY REPORT

WEEK - 10 (From Dt. 19.09.24 to Dt. 25.09.24)

Objective of the Activity Done: 10th week of Internship with Smartbridge.

Detailed Report:

In the Pivotal week of our internship at Smartbridge, we transitioned from preparatory training to the exciting phase of project allocation. Our team eagerly seized the opportunity to delve into the real-world application of our skills, focusing on the topic of "Fresh Bites Catering" in "Zoho Books". Through diligent research and analysis, we defined the scope of our project, identifying key objectives and milestones. Engaging stakeholders and gathering data allowed us to gain valuable insights into the challenges and opportunities faced by the fresh bites caterings.

As we finalised our presentation and prepared to unveil our project to stakeholders, anticipation and enthusiasm ran high, marking the beginning of a journey towards impactful solutions and meaningful contributions.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 20.04.2024	creating Zoho Books	we learned creation of account .	Purnima
Day - 2 21.04.2024	creation of Item	we learned creating items.	Purnima
Day - 3 23.04.24	creation of vendors	we learned creating of vendors .	Purnima
Day - 4 24.04.24	creation of purchases, Sales .	learned creating purchases & Sales .	Purnima
Day - 5 25.04.24	creation of accounts and ledgers .	learned creation of account & ledgers .	Purnima
Day - 6 25.04.24	creation of financial reports .	learned creation of reports .	Purnima

WEEKLY REPORT

WEEK - 11 (From Dt 20.04.24. to Dt 25.04.24)

Objective of the Activity Done: week -11 with Smart bridge .

Detailed Report:

Over the course of a dynamic week, our team at smartbridge achieved a significant milestone in our project, focusing on the implementation of Zoho Books for "Fresh Bites catering". Through meticulous planning and execution, we successfully navigated the intricacies of setting up the Zoho Books account.

As the week unfolded, we synthesized our efforts into comprehensive financial reports, offering valuable insights into Fresh Bites catering's operations. This achievement marks a significant step forward in our project journey. Our collaborative efforts reflect our commitment to delivering tangible results and driving positive impact in the realm of financial analytics & accounting.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 25.04.2024	creating team members folders in Github.	learned creation of folders.	Purnima
Day - 2 26.04.2024	uploading members assignment.	learned to uploading.	Purnima
Day - 3 27.04.2024	creating video demonstration	learned video creation.	Purnima
Day - 4 28.04.2024	collaborating team members accounts.	learned collaborating in github.	Purnima
Day - 5 30.04.2024	uploading reports	learned how to upload.	Purnima
Day - 6 1.05.2024	final submission.	submitted project.	Purnima

WEEKLY REPORT

WEEK - 12 (From Dt. 25.11.2024 to Dt. 05.12.2024)

Objective of the Activity Done: week -12 at Smartbridge.

Detailed Report:

In the culmination of our project journey, we took proactive steps to ensure knowledge sharing and documentation for future reference. After completing the implementation of Zoho books for Fresh Bites catering, our team produced a Comprehensive video demo showcasing the system's functionalities and benefits. This demo was meticulously crafted to provide a clear understanding of the platform's features and their application to real-world scenarios.

By encapsulating our collective efforts into this structured repository, we ensured continuity and accessibility of our work, empowering future endeavours in accounting and financial analytics.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you 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.)

Outcome :-

They believe in forging partnerships that are focused on tangible outcomes and mutual success. These collaborations are geared towards achieving concrete results and positive impact.

At Smartbridge, our cutting-edge platform "Smartinternx," serves as a catalyst for fostering collaboration between academia and industry. By providing project-based, collaborative learning solutions intricately woven into the curriculum, it empowers students to cultivate the essential technical and professional skills required to become job-ready candidates.

Fresh+Bites+Catering

Journal Report

Bank Trial

From 01/01/2024 to 31/12/2024

Raw Materials And Consumables
Accounts Payable

32,100.00 0.00
52,500.00

Revenue Charge Via Input but not due
Current CCST
Current SCST

2,875.00 0.00
0.00 1,312.50
0.00 1,312.50

Cost of Goods Sold
Other Expenses
Accounts Payable

19,800.00 0.00
2,000.00 0.00
0.00 65,900.00

Accounts
Other Expenses
Accounts Payable

1,000,000.00 0.00
5,000.00 0.00
0.00 1,000,000.00

Revenue Charge Via Input but not due
Current CCST
Current SCST

12,000.00 0.00
0.00 6,000.00
0.00 6,000.00

Accounts Receivable
Current CCST
Current SCST
Sales

4,125,000.00 0.00
0.00 18,000.00
0.00 11,800.00
0.00 6,000,000.00

Accounts Receivable
Current CCST
Current SCST
Sales

2,625,000.00 0.00
0.00 0.00
0.00 4.00
0.00 2,625,000.00

Salaries and employee wages
Salary Payable under other Current Liabilities

2,000,000.00 0.00
0.00 3,000,000.00

Prepaid Expenses
CCST Bank A/C

1,000,000.00 0.00
0.00 1,000,000.00

New Expense
CCST Bank A/C

55,000.00 0.00
0.00 55,000.00

Revenue Charge Via Input but not due
Current CCST
Current SCST

1,000,000.00 0.00
0.00 5,000.00
0.00 5,000.00



100
1,000,000

100
1,000,000

100
1,000,000

100
1,000,000

100
1,000,000

100
1,000,000

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100
1,000,000

100
1,000,000



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Balance Sheet

Basic Accrual

As of 31/03/2024

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	-5,000.00
Total For Cash	-5,000.00
Bank	
KQCI Bank -001	-6,500.00
Total For Bank	-6,500.00
Accounts Receivable	8,40,000.00
Other current assets	
Prepaid Expenses	1,05,000.00
Reverse Charge Tax Input but not due	25,245.00
Total For Other current assets	1,30,245.00
Total For Current Assets	9,58,745.00
Other Assets	
Salary Payable under other Current Liabilities	-2,00,000.00
Total For Other Assets	-2,00,000.00
Fixed Assets	
Miscellaneous Expenses	5,000.00
Total For Fixed Assets	5,000.00
Total For Assets	7,63,745.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	2,17,500.00
Unearned Revenue	1,57,500.00
GST Payable	0.00
Output CGST	26,372.50

Account	Total
Output SGST	26,372.50
Total For GST Payable	52,745.00
Total For Current Liabilities	4,27,745.00
Total For Liabilities	4,27,745.00
Equities	
Current Year Earnings	3,36,000.00
Total For Equities	3,36,000.00
Total For Liabilities & Equities	7,63,745.00

** Amount to be disclosed if you have entered ITR

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Profit and Loss

Basis: Accrual

From 01/04/2023 To 31/03/2024

Account	Total
Operating Income	
Sales	8,12,500.00
Total For Operating Income	8,12,500.00
Cost of Goods Sold	
Cost of Goods Sold	59,800.00
Materials	1,00,000.00
Total For Cost of Goods Sold	1,59,800.00
	Gross Profit
	6,52,700.00
Operating Expense	
Other Expenses	5,200.00
Raw Materials And Consumables	52,500.00
Rent Expense	59,000.00
Salaries and Employee Wages	2,00,000.00
Total For Operating Expense	3,16,700.00
	Operating Profit
	3,36,000.00
Non Operating Income	
Total For Non Operating Income	0.00
Non Operating Expense	
Total For Non Operating Expense	0.00
	Net Profit/Loss
	3,36,000.00

** Amount is displayed in your base currency: INR



GSTR-3B Summary

From 01/04/2023 To 31/03/2024

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹5,50,000.00	₹0.00	₹13,750.00	₹13,750.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹2,62,500.00				
(d) Inward supplies (liable to reverse charge)	₹2,11,500.00	₹0.00	₹12,622.50	₹12,622.50	₹0.00
(e) Non-GST outward supplies	₹0.00				
Total value	₹10,24,000.00	₹0.00	₹26,372.50	₹26,372.50	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9	₹0.00				



1/24/2024 10:11 AM

Description

Registration No.

Taxable
Value

Integrated
Tax

Central
Tax

State/UT
Tax

CESS
Tax

[To be furnished by the registered person making supplies through electronic commerce operator]

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

1	Place Of Supply 2	Taxable Value 3	Integrated Tax 4
---	----------------------	--------------------	---------------------

Supplies made to Unregistered Persons

Supplies made to Composition Taxable Persons

Supplies made to UIN holders

We are not tracking supplies made to UIN holders

4. Eligible ITC

Details 1	Integrated Tax 2	Central Tax 3	State/UT Tax 4	CESS Tax 5
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(A) ITC Available (whether in full or part)

(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹12,622.50	₹12,622.50	₹0.00

Details

(4) Inward supplies from ISD

(5) All other ITC

Integrated Tax	Central Tax	State/UT Tax	GST Tax
-- We do not support in Zoho Books --			
₹0.00	₹0.00	₹0.00	₹0.00

5. Values of exempt, nil-rated and non-GST inward supplies

Nature of Supply

1

Inter-State Supplies

Intra-State Supplies

2

3

Composition Scheme, Exempted, Nil Rated

₹0.00

₹59,806.00

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Age Aging Details

As of 2 May/2024

Date	Transaction	Type	Status	Customer Name	Age	Amount	Balance Due
* 45 Days							
15/04/2023	INV-0000003	Invoice	Overdue	Big Karam Wedding Planners Pvt Ltd	374 Days	₹8,40,000.00	₹8,40,000.00
20/04/2023	INV-0000004	Invoice	Overdue	Hyper Event Planners	369 Days	₹2,62,500.00	₹2,62,500.00
03/08/2023	INV-0000001	Invoice	Overdue	Tech Wise Solutions pvt ltd	264 Days	₹1,57,500.00	₹1,57,500.00
TOTAL						₹8,40,000.00	₹8,40,000.00



Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Technical Skills :-

Accounting

Analytics

Data Analysis

Interpersonal Communication

Problem Solving

Valuation

Leadership

Technical Analysis

Time Management

Computer Skills

Software Skills - MS Excel.

Spread Sheets.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, teamworkship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

Being an financial Analysts should be analytical, detail-oriented and able to communicate effectively with stakeholders. They also need to be able to work under pressure and manage their time effectively, especially during busy periods.

Overall, being a financial analyst requires a combination of a technical skills, financial acumen, and a commitment to helping organizations achieve their financial goals.

Student Self Evaluation of the Short-Term Internship

Student Name: P. Vychnavi	Registration No: 121128807066
Term of Internship: From: 12 th Feb, 2024	To: 8 th May, 2024
Date of Evaluation: 11/05/2024	
Organization Name & Address: Smart bridge .	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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	③
14	Achievement of Desired Outcomes	1	2	3	4	⑤
15	OVERALL PERFORMANCE	1	2	3	4	⑤

Date:

P. Vychnavi,
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No

Student Name: P. Uthman

Registration No: 121128807066

Term of Internship: From: 12th Feb, 2024 To: 8th May, 2024

Date of Evaluation: 11/05/2024

Organization Name & Address: Smartbridge -

Name & Address of the Supervisor
with Mobile Number

Please rate the student's performance in the following areas:

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

Page No

EVALUATION

Page No



Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

Page No



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Vysnavi

Programme of Study: BBA

Year of Study: 2021-2024

Group:

Register No/H.T. No: 121128807066

Name of the College: Dr. Annapurani Bellary College

University: AU

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	29
3.	Oral Presentation	10	09
	GRAND TOTAL	50	47

Date:

1/8/24

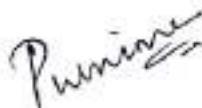
Signature of the Faculty Guide

P. Vysnavi

EXTERNAL ASSESSMENT STATEMENT


Name Of the Student: P. Vysknavi
Programme of Study: Management Studies
Year of Study: 2021-2024
Group: BBN
Register No/H.T. No: 121128507066
Name of the College: Dr. Lakshmi Bai College
University: AU

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	75
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	45
	TOTAL	150	140
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	185

Signature of the Faculty Guide 

Signature of the Internal Expert

Signature of the External Expert 

Signature of the Principal with Seal 
Dr. L. B. COLLEGE
VISHAPATNAM-13