**STUDENT INTERNSHIP PROJECT REPORT**



Submitted in partial fulfillment of the requirement for the award of the Degree

Bachelor of Commerce of CHRIST (DEEMED TO BE UNIVERSITY)

**By**

I, hereby declare that the internship work is to be submitted under the guidance of Department of Commerce of CHRIST (DEEMED TO BE Commerce by CHRIST (DEEMED TO BE UNIVERSITY).

I also declare that internship report is the outcome of my own efforts and that it has not been submitted to any other university or institute for the award of any other degree or diploma or certificate.

Place: Bangalore

**GUIDE CERTIFICATE**

This is to certify that the Summer Internship Project submitted by is a record of project work done by him during the academic year 2023-24 under my guidance and supervision in partial fulfillment of the requirements for the award of the Degree of Bachelor of Commerce of CHRIST (Deemed to be University). This Summer Internship Project has not been submitted for the award of any other degree, diploma, fellowship or any other title in this University or any other University.

Place: Bangalore

Date: 1st August, 2023

**CERTIFICATE FROM THE FIRM**

**ACKNOWLEDGEMENT**

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CHAPTER-1 **INTRODUCTION**

**1.1 COMPANY PROFILE:**

IQBAL KHAN & CO LLP (Chartered Accountants)CA firm run and managed by CAs provides all types of accounting, auditing, consultation and taxation services. It is situated in Bangalore Karnataka. A well-known firm having an industry experience of over 40 years and has a wide client base. The major share of it is owned by Mr. Iqbal Khan and was also initiated by him so the name of the firm is named after him.

**HISTORY:**

The firm was established in the year 1981 by Mr. Iqbal Khan and is based in Bangalore, India. The firm consists of committed professionals with specialized skills, servicing the entire range of business requirements and creating value added services to their clientele.

Iqbal Khan & Co was incorporated as Limited Liability Partnership firm on 30 November 2015. It is registered at Registrar of Companies, Bangalore. Its total obligation of contribution is Rs. 5,000,000. The office was initially in some other place which was bought for rent but soon they shifted to Church Street and owned an entire floor to their name.  
Designated Partners of Iqbal Khan & Co LLP are Mr. Sabir Khan (Son of Mr. Iqbal Khan) and Mr. Iqbal Khan.

**MISSION:**

IKCO, LLP is an auditing and consulting firm offering a broad range of services to meet the needs of our clients by fostering an environment that encourages personal and professional growth and a passion for the firm’s core values.

Their mission is to help their clients accomplish their goals by providing the highest quality of audit, accounting, tax and related professional services. Responsiveness and personal attention to each and every client is critical to their shared success. Hence they constantly strive to it as it has been rewarding both personally and professionally to all their employees.

They do this through:

* Encouraging their employees to work smarter than harder.
* Attaining the status of trusted business advisor, through transparent communication, personal counsel and proactive problem solving.
* To effectively deliver services on time every time.
* To create value to their clients.
* To attain great heights in professional expertise at the same time have no compromise on their values of honesty and integrity.

**VISION:**

Their professional approach blended with personal touch has earned enormous confidence of all their clients, which is also reflected in an enduring business relationship for over 35 years that it enjoys with them.

They offer quality professional services to their clients and value the long term relationships first. The firm has a track record of handling different projects and managing them to the best satisfaction of their clients.

The organization’s constant endeavor is to craft a premier focused professional practice providing high quality services and integrating value added knowledge, for its people, clients and the society as a whole. They regard the provision of a personal, high quality service to the clients as an absolute priority.

They offer an array of specialization, multi-deanery professional catering thoroughly for every need of a client. This is made possible by their multi-deanery team of professionals, each one possessing an expert in their domain and an urge to improvise. They focus on value addition to services as well as value addition to client business aiming utmost client satisfaction.

Their strategic thinking and clear approach helps their clients to optimize their operational and business potential creating sustainable value thereby enduring relationships. In order to grow their client base and be the preferred auditing, accounting, taxation, business and financial management advisory firm for their clients and employees alike.

They want to be recognized nationally as the most professional organized firm for the outstanding client service and will be accomplished by creating a culture of pride and passion that will enable us to continue attracting and retaining the best and brightest professionals, who will be rewarded, recognized and respected for their contribution to a firm that is founded on shared core values.

CHAPTER-2 **ORGANIZATIONAL DESIGN**

**AND**

**FUNCTIONAL AREAS**

**2.1 ORGANIZATIONAL DESIGN AND STRUCTURE:**

|  |  |  |
| --- | --- | --- |
| **TOP LEVEL** | **MIDDLE LEVEL** | **LOWER LEVEL** |
| CA Iqbal Khan | Niaz Ahmed | Syed Saquib |
| CA Aathika Ifthikhar | Arfath Ahmed | Syed Shahida |
| CA M.M Narain | Mohammed Ali | Sabah Kausar |
| CA Sabir Khan | Abdul Wahid | Mohammed Younus |

# CORPORATE STRUCTURE

An accounting or finance firm may be organized as a partnership, a sole proprietorship or as a public company. This firm is LLP (Limited Liability Partnership). Sole proprietorship is run by an entrepreneur who may employ part-time or seasonal staff to help with the workload. By far the most common type of finance and accounting firm is the partnership. In this form of corporate structure, two or more people own equity in the company and share in the profits. Both sole proprietorships and partnerships are private companies. “Public company”, on the other hand is a term used to describe the accounting firm that issues the shares of stock on the open market. This firm chose to be a private firm along with partners, but didn’t want to have any personal liability of its partners so the best form to opt for was LLP according to them.

# ASSOCIATES

Associates are often the primary point of contact for clients in an accounting firm. They normally join the firm directly after earning a bachelor degree and depending on the size of the firm they will be assigned to a specific function such as risk assessment, auditing or taxes. Associates will typically spend three to four years at the entry level before promotion to senior associate. They are responsible for most of the associative and research work within the firm. Senior associates assign tasks to entry level associates and oversee the-day to-day management of data collection, advanced level research and client issues.

# SENIOR MANAGERS

Senior managers are those individuals within the finance or accounting firm who need to have six or more years of experience. They are typically assigned to head up a division within the company.

For example, the audit manager would directly manage the senior associates in the auditing department and would directly manage the company policy within the division. Important decisions on operations and finance are to be made by senior managers.

# PARTNERS OF THE FIRM

They are at the top most position of the hierarchy of the firm. Partners typically buy equity in the organization, which makes them partial owners of the firm and also have share in the profits of the firm. Partners have the ultimate authority over decision made by the senior managers and they work to set the strategic vision of the company. The partners of this firm are Mr. Iqbal Khan, Mr. Yesdi, Mr. Narain and Mr. Sabir khan.

# CHIEF EXECUTIVE OFFICER

The CFO or the vice president of finance is the executive at the top of an accounting organization structure. This person directly reports to the business owner or CFO and is responsible for ensuring that all aspects of accounting and finance are carried out in accordance with the company’s policies. In smaller businesses, the CFO may have only one or two reports, but the gravity of the job is the same.

# FINANCIAL CONTROLLER

A financial controller reports to the CFO but has more specific responsibilities for accounting. The controller manages the day-to day income and expenses ledgers, assigns tasks to other accounting staff and liaises with the CFO to help make company’s wide financial decisions. However, this person is not the member of the executive team and his input is therefore considered advisory.

# ACCOUNTANTS AND CLERKS

The decision manager may have a team of accountants and clerks working for them. These are to be specialized professionals with expertise in tracking income, managing expenses or administering payroll and HR policy. A larger company will tend to separate these areas so that the workload doesn’t get too overwhelming, but in this firm they are streamlined, with just two head accountants reporting to the division manager.

# INTERNS

Interns are taken to help them in doing the daily work of the accounting and finance department. Interns can be paid or unpaid, but typically their duties will be at the lowest rung of the ladder. They may assist in research, filing, data entry and other administrative tasks assigned to them by their managers, who are usually either division managers or the controllers.

**2.2 POLICIES, SERVICES AND COMPETITORS:**

**POLICIES & PROEDURES FOLLOWED**

**(1) Safety and Support:** All human beings are prone to make mistakes, so if at all any unforeseen error takes in the firm no individual is to be held independently liable for the loss it is to be borne collectively. This is to reduce the pressure of the employees and to allow them to learn from their mistakes and to work with freedom.

**(2) IPR Policy:** They make sure that no intellectual property is violated and all the activities are carried on with transparency.

**(3) Human Resource Policy:** IKCO makes sure that no employee is been lured with excessive work by other employees or by the manager. Also, it makes sure that all the employees are treated equally and professionally.

**(4) Quality of the Service Rendered:** The service provided by IKCO is been of the highest of standards as it follows dual checking of the work. No task is allowed to be performed with full independence to make sure that there are no mistakes. It is always cross checked by the managers and only then it is considered as done.

**(5) Disciplinary Policy:** Arrogance towards any employee whether it’s a senior or a junior is strictly dealt with. If this happens the defaulter is dismissed for two weeks straight and is given a final warning.

**(6) Compliance and Risk Management:** IKCO has effective framework to ensure legal compliance and also manages risks through assessments, controls and audits.

**SERVICES RENDERED:**

**Assignments handled under Companies Act 2013:**

* Registration of companies with the registrar of companies.
* Assistance in keeping the statutory records and registers according to Companies Act’s requirements.
* Preparing various forms & returns required under the Companies Act 2013.
* Drafting of notices, minutes, et cetera, in respect of Board meeting and general meeting of companies.
* Pre-certification of the E-forms required to be filed under the Companies Act 2013.
* Consultancy on the matters arising during implementation of the Companies Act 2013.
* Issues of Secretarial compliance certificate for companies.
* Preparation and filing of Company Law Board petition.
* Mergers and De-mergers or restructuring of companies.
* Preparation of search and status report for companies and registration of charges.
* Conversion of a company to a public from private or the other way around as well.
* Alteration of the clause of Memorandum of Association to give effect to the changes in name clause, capital clause and object clause, and for shifting registered office from one state to other.

**Assignments handled under MCA 21:**

* Obtain DIN (Director Identification Number) from the Ministry of Corporate Affairs for the directors/proposed directors of a company.
* Processing and downloading of Digital Signature Certificate for the company Directors and other professionals.
* Online filing of documents at the MCA21 Portal using Digital Signature.

**Assignments handled in other Areas:**

* Services under Foreign Exchange Management Act / Exchange Control.
* Services under IPR law like Trademarks Act, Patents Act and Copyright Act.
* Services under Provident Fund /ESI Acts.
* Services under VAT Act, service Tax, Central Excise Act like obtaining registration and providing assistance in periodic filing et cetera.
* Services under Societies Registration Act, Indian Trust Act like forming NGOs, trusts, etcetera.
* Services under Indian Partnership Act for registration of Partnership Firms.

**COMPETITORS:**

* Bangalore has a huge number of Chartered Accountants in the city and also throughout the state. This makes it very competitive for the firms to survive. Also accounts for direct competition to IKCO.
* Modern era moving towards more technologies advancement like artificial intelligence is a major challenge for the service industry. And hence in Bangalore there are a lot of firms using high end technology in this field which is again a problem to IKCO as they have only marginal investment in this kind of stuff.
* To name some of its competitors there is Sharp and Tannan, Chopra and kataria Chartered Accountants, BC Shetty & Co, Balakrishna & Co, etc.

**2.3 BUSINESS MODEL:**

The business model followed by IKCO is to cater to the needs of individuals, corporates and other kinds of organization. It could be to help them prepare financial statements, calculate and make tax payments, comply with Companies Act 2013 and other related statutory acts, et cetera. Apart from this they also provide effective consultation. The consultation could be in the field of taxation both direct and indirect, legal affairs and statutory audit requirements. By providing various services on all the different aspects of accounting they charge a nominal fee for each of the services depending on the kind of company or individual they serve to.

**2.4 DEPARTMENTS/AREAS OF THE ORGANIZATION:**

There are four departments in total:

(1) Auditing department

(2) Accounts and Finance department.

(3) Tax department.

(4) Legal department.

All these departments are jointly controlled by the same set of employees as stated earlier. But the head of each department is different.

The head of Legal department is Mr. Iqbal Khan as sir has BALLB degree to his name along with CA certification, the head of Auditing and Taxation department is Mr. Arfath Ahmed and the head of Accounting and finance is Mr. Abdul Wahid. But to take all the major decisions the consent of Mr.Iqbal Khan is essential. This being a small auditing firm it has only a single division and all these departments come under the same authority.

**Audit Department:**

The audit department has its role only once or twice a year wherein the selected auditors are allowed to take a few days off from the job and perform the audit of the concerned organizations. This allows them to finish the job without any clash in their regular work. The work so due of this individual will be taken by the other members to a marginal extent, which is just doing the tasks which are of immediate priority.

The department head is Mr.Arfath Ahmed

**Accounts and Finance Department:**

Accounting and finance is jointly taken up by all the employees according the needs. The main consultation part is done by the Manager and from there on the other members take on all the other tasks. The tasks performed here are to prepare financial statements of a company, making entries in tally and filing it in the GST portal, et cetera. In finance mainly consultation is provided regarding the different avenues from where funds could be raised and they also give options as to which company according to them provides the best funds with the lowest of costs. As IKCO has been in the industry for a long time now it has a lot of connections with local as well as known financial institutions.

The department head is Mr.Abdul Wahid

**Tax Department:**

This department deals with the service relating to individual as well corporate taxes. Here consultation regarding tax obligations and statutory tax requirements are provided. Apart from this the payment of tax and maintenance of the same is also done.

This department is also handled by Mr.Arfath Ahmed.

**Legal Department:**

This department deals with all the legal matters of companies regarding its incorporation, mergers and acquisitions, cases regarding IPR violations, CSR violations, et cetera. This department is handled by Mr.Iqbal Khan alone as he is the only one with a BALLB degree to his name.

CHAPTER-3 **ORGANIZATIONAL CONTROL**

**&**

**STRATEGIES**

**3.1 SYSTEM OF ACCOUNTING FOLLOWED:**

IKCO follows **GAAP** and also comply with all the **accounting standards** by the **ASB** (Accounting Standard Board) for all the accounting activities. Along with this **ICAI** (Institute of Chartered Accountants of India) set rules, regulations and procedures are also complied with.

They follow the **Companies Act 2013** to take up activities such as:

* Registration of companies with the registrar of companies.
* Assistance in keeping the statutory records and registers according to Companies Act’s requirements.
* Preparing various forms & returns required under the Companies Act 2013.
* Drafting of notices, minutes, et cetera, in respect of Board meeting and general meeting of companies.
* Pre-certification of the E-forms required to be filed under the Companies Act 2013.
* Consultancy on the matters arising during implementation of the Companies Act 2013.
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* Alteration of the clause of Memorandum of Association to give effect to the changes in name clause, capital clause, object clause and for shifting registered office from one state to other.

They follow **MCA 21** guidelines to:

* Obtain DIN (Director Identification Number) from the Ministry of Corporate Affairs for the directors/proposed directors of a company.
* Processing and downloading of Digital Signature Certificate for the company Directors and other professionals.
* Online filing of documents at the MCA21 Portal using Digital Signature.

**3.2 RECRUITMENT, PERFORMANCE APPRAISAL SYSTEM AND TRAINING AND DEVELOPMENT:**

**RECRUITMENT**

The recruitment takes places once a year, usually when the financial year gets over and filing and all other requirement are completed. This is done only when needed, the minimum requirement to be an employee is to have a Degree in Bachelor of commerce and CA certification. Anything below this is considered to be risky as it is a huge responsibility to take up company accounts without proper knowledge. This is beneficial and the margin of errors is also eliminated to some extent. The level of expertise and professionalism remains the same of all the employees; also there won’t be discrimination with regard to their designations, as most of them have a common set of skills and qualifications. Even after having all the basic requirements met the applicant has to undergo an entrance test and an interview which would be conducted by Mr. Iqbal Khan, it is only then he/she will be selected.

If a person wants to work voluntarily, that is also appreciated, but this is to have proper recommendation and some purpose also some basic accounting knowledge. Students who want to work as an article for some period as a requirement for CA certification have to submit a request letter and according to the need they will be selected.

The selection process doesn’t take much time all of it happens within hours and there won’t be any delay in the day to day functioning of the firm.

**PERFORMANCE APPRAISAL SYSTEM**

A typical employee is asked to give in his time on all the aspects namely taxation, auditing accounting, filing of GST in the portal, preparation of financial statements, providing consultation for certain important aspects of business and a lot more.

So, all the work that an employees is been recorded by the Manager Mr. Niaz Ahmed. Whenever an employee surpasses the standard of a certain work be it the number of tasks or the number of clients dealt with he is entitled to get an increase of up to 5% of his normal salary. Similarly, if an employee works extra on behalf of someone else on some special situations then his work will be assessed and fair increase in his pay is ensured.

Apart from all this, if an employee works for more than 5 years he gets an increase of 10% in his salary from that particular month itself. Bonus is also applicable to all the employees but the percentage of bonus depends upon various factors such as the number of hours devoted, the number of tasks accomplished, ability to take up extra work for the sake of the firm’s interest, et cetera.

**TRAINING AND DEVELOPMENT**

At least once in a year all the employees are asked to attend a compulsory workshop which is organized by Mr. Iqbal Khan in the meeting room. This enables all the employees to regularly be informed about any new amendment in certain Act and also changes in requirements for filing or anything else relating to the same. Apart from this a small meet is organized every month to look into the problems faced by the employees if any.

To develop a friendly work environment an outing is planned soon after the filing season. The outing is mostly to Wonderla, GRS or to Wonder Valley whose audit is taken up by them. IKCO makes sure that its employees are fully charged ever after taking hectic tasks.

Whenever an employee is newly recruited he/she has to undergo a month of training under senior employees and then after that he/she is assigned a junior employee as a supervisor till he/she gets familiarized with his work and gets his role clear. Excel is something which is considered to be a very important tool to take up any task, this make the work extremely easy and gets work done with accuracy and precision. So, certain excel tricks are taught to the fresher in the first place if they are not very fond of it. Along with excel tableau and power BI is also given importance as they also assure efficiency in preparation of tables to visualize data as an alternative to excel with some different functions.

There is always scope to get doubts cleared from anyone at any point of time. Whenever a major adjustment or new case comes in, the management makes sure that all of them get to know about it so that all will be in the position to deal with any similar situation in the future.

**3.3 KEY SUCCESS FACTORS AND STRATEGIES:**

The main factor which has boosted the morale and profitability of this firm is that it has a vast clientele who have been with them since the very beginning. The same set of clients help them perform the activities smoothly as a result they are also able to take up more and more clients. The more they take up new clients the more is their exposure to different aspects of the business and different scenarios. This has made them a well-known firm throughout Bangalore.

The other factor is that they take good care of their employees which makes them work more efficiently, as mentioned earlier they are given sufficient benefits for working extra and are also given free time to spend off work.

Apart from all this, IKCO is very keen to recruit only CAs so it has a huge advantage over the individual’s capabilities and the quality of work performed by them.

The main strategy to sustain is that they don’t let go of the old clients nor their old employees and never compromise on the quality of the service rendered by them.

**3.4 SWOT ANALYSIS & McKINSEY’S 7s MODEL:**

# SWOT ANALYSIS

**(S) STRENGTHS**

* This firm is uses the best accounting software in the business.
* Widely spread business over the state of Karnataka and developing more and more clients every day.
* Retaining old clients for more than 5 years across different industries.
* Zeal to find new clients each day, individual, a company or any sort of a startup.

**(W) WEAKNESS**

* The knowledge of the Chartered Accountants is confined to the syllabus they have studied. Mr Iqbal Khan is an exemption to this as he has LLB degree to his name so he has vast knowledge across both the fields.
* The criteria for recruitment should be improved.
* Marketing channels should be improved.
* The website has limited information about the firm’s achievements.

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**(O) OPPORTUNITIES**

* Introduction of GST has bought in new opportunities for the firm.
* The changing of laws and introduction of new laws and regulations has resulted in easing the working of the business.
* The digitalization of the country and making people more cautious about tax filing and returns has helped gain a lot of clients.
* As a fact 70% of the population of the country is youth and working millennial who are unaware and are occupied with the procedure of filing of returns online.

**(T) THREATS**

* Bangalore has a huge number of Chartered Accountants in the city and also throughout the state. This makes it very competitive fir the firms to survive.
* Modern era moving towards more technologies advancement like artificial intelligence can be a major challenge for the service industry.
* The business has its own seasons of growth and decline which is very rigid in nature.

**McKINSEY’S 7s MODEL**

**Definition**

McKinsey’s model is a tool that analyses firm’s organizational design by looking at 7 key internal elements: strategies, structure, systems, shared values, style, staff and skills.

The key point of this model is that all the seven elements are interconnected and a change in one changes all the other ones.

Followed below is the analysis as per the McKinsey’s 7s Model:

**1)** **Structure**: IKCO is properly structured in all its stances. There is a proper reporting hierarchy as well.

**2)** **System:** The processes and procedure are properly set and no deviation is allowed. Its activities are carried on systematically and utmost precision.

**3)** **Skills:** Only CAs with sufficient experience are recruited by them to hold higher posts so that there is professional code of conduct and the work is carried on with proper skills.

**4)** **Staff:** The staff is taken care by giving them a lot of facilities. To name some, they have the leverage to take a day’s leave in a week without having their salaries affected and there were times wherein employees were taken to resorts and other places and lot more.

**5)** **Style**: The management style followed is effective, the things are finished on time and the margin for delay is minimal.

**6)** **Shared Values:** There are proper values and norms followed in IKCO which guides employee’s enthusiasm to work more and with utmost skill and efficiency.

**7)** **Strategy:** The main strategy used by them is that they focus on the present clients in such a way they get no reason to switch to some other auditing firm. They make sure that they provide services at a nominal price and still hold the value of their service.

CHAPTER-4 **INTERNSHIP EXPERIENCE**

**4.1 DEPARTMENTAL INSIGHTS:**

# AUDITING:

**STATUTORY AUDIT:**

The basic principle of statutory auditing is to ensure that the financial statements such as the Balance Sheet, Profit and Loss account and Cash Flow statement gives true and fair view and are free from any material misstatements. Their approach to statutory financial auditing services of the financial statements ensures that the accounts prepared are in accordance with the **Generally Accepted Accounting Principles (GAAP).** They offer statutory auditing services audit is carried in accordance with the provisions of **Indian Companies Act 2013**, applicable Indian Accounting and auditing standards and in accordance with the guidelines issued by the **Institute of Chartered Accountants of India.**

Every company which is registered has to get its accounts audited whether it is public or private. As IKCO possesses required skills to conduct audit of companies and ensures to provide unbiased and independent opinion on an objective assessment of facts their audit program allows us to form an opinion as whether financial statements depicts true profitability of company for a certain review period or not.

**While conducting this audit IKCO ensures:**

* A structured audit program to ensure reliability of annual accounts of a company and its true and fair representation before authorities.
* Comply with GAAP to ensure usability and authenticity.
* Verifying accuracy of financial data and input.
* Verifying authorization levels and limits.
* Validation and verification of cash balance, fixed assets, bank reconciliation statements and so on.

**INTERNAL AND MANAGEMENT AUDITS:**

The main objectives of internal and Management Audits is that functions as a service to management by providing independent, management oriented advise on an organization’s operations and performance and financial service. It aims at the promotion of efficiency, economically and effectiveness of the management process, and also the reliability and accuracy of operations. They provide better internal audits for any company of any industry.

**TAX AUDIT:**

Tax audit also known as tax enquiry of one’s tax affairs to determine whether they have done what they have to do under tax laws like declared or the assessable income are entitled to the deductions and tax offsets they have claimed on their tax returns. IKCO’s tax advisory team is highly knowledgeable and well conversant with the domestic tax laws.

**INTERNAL CONTROL REVIEW**:

IKCO helps companies in a healthy review on the process. It helps them to improve in areas where they is deficiency. They also make sure that they comply on the earlier suggested policies. If not they take action against them.

**BANK AUDIT:**

They also have fair expertise in banking sector. They serve banks with their audits concurrent audits, stock audits and statutory audits of their branches.

**SYSTEM AUDIT:**

It is also known as process audit. It is generally made against a specific document such as operating procedure, work instruction, training manual, et cetera. Their system audit allows administration to review a record of all system activity. It shows general trends in system usage and also violation of our client’s system use policy.

**CONCURRENT AUDIT:**

Usually concurrent audit is adapted by big institutions like banks, state level apex bodies district cooperatives, Central Banks, Central Stores, Sugar mills, et cetera having huge volume of business and large data transactions. Concurrent audit helps in monitoring compliance in respect of the internal control guidelines in addition to it reconciliation of accounts is also done regularly.

**INVESTIGATION AUDIT:**

Investigation audits of the books for the purpose of detection of any frauds or misappropriation and compliance of terms underlying an agreement et cetera.

**AUDIT OF TRUSTS, COOPERATIVE SOCIETIES, EDUCATIONAL INSTITUTIONS & NGO’s ETC:**

Audit of these institutions are carried in accordance with the specified provision of the law of India and providing disclosure of relevant information in specified format.

All the above areas come under the same head which is auditing, this was the core area I was asked to work. All these different types of audits are taken up as and when they get clients but few of them such as concurrent audit, investigation audit and system audit are taken up very rarely. All the core actions with regard to the audit department are to be taken by the department head Mr. Arfath Ahmed.

Auditing was the only area where in I was given full exposure to, so most of my work was in this department.

**ROLES UNDER THIS DEPARTMENT**

**Statutory Auditor** - Auditing the company accounts and check compliance with the standards of respective authorities.

**Internal Auditor** - Audit of all non-core areas of trusts and companies. Involving audit of all vouchers, books of accounts, software details, compliance with regulations, et cetera.

This needs the internal auditor to visit the companies to audit the required documents. This is usually done by the articles at times interns’ as-well but under supervision of the articles.

**Supervisor**- The responsibility of this individual is to make sure all the activities are done in the manner in which they are supposed to be done.

**Accounts Manager**- This individual is supposed to maintain and compile all required documents needed to carry out an audit of a specific type pertaining to a particular organization.

# 4.2 LEARNING EXPERIENCE

**MY ROLES AND RESPONSIBILITES:**

The role that I was assigned was as an **Assistant Internal Auditor**. I was to audit the books of **Wonder Valley Recreations and Hospitality Pvt. Ltd.** and **Jumma Masjid Trust Board (JMTB).**

I had to check (audit) each and everything pertaining to their functional areas such as purchases, sales, salaries, donations, investments, software information, financial statements, receivables’, payables, et cetera.

Apart from this I had to make a **project report** with detailed information on auditing practices. This was one of the criteria for me to be awarded the certificate of completion of my internship there. The project included:

* Detailed study of Auditing and its Types.
* Details about IKCO (Iqbal Khan & Co LLP).
* Organizational Structure of IKCO.
* Departmental Study
* SWOT Analysis and MC Kinsey’s 7s Model
* Learning Experience at IKCO.
* Conclusion ( Suggestions & Problems Faced)

It was supposed to be made into two copies and bound as a book, one copy for them and the other for the college.

**INTERNSHIP EXPERIENCE**

As soon as my exams got over I started searching for internship. I found it extremely challenging as this was the first time I was looking for something like that and had only little knowledge about the same. I have had a similar experience before but the situation was a bit different, it was in my third semester when our mid semester exams were about to start DE Shaw and Goldman Sachs had come for internships. I had over a semester and a half to think about internships but took it as a good opportunity and gave it a try.

Both had somewhat similar procedure to recruit, both required an entrance test to be cleared and then interviews to follow, there were no academic or attendance criteria to match their needs. Soon the entrance test took place. I failed the entrance test of DE Shaw but managed to get shortlisted in Goldman Sachs. Following the entrance test an interview was scheduled the other day, the interview took place for about 70-80 people from Christ and St Josephs in the same meeting, the final selection was to happen once all are evaluated across 4 different rounds. I was asked to leave the meeting along with 20 more as we had failed in the first round itself. The experience of being interviewed by the employees of Goldman Sachs gave me a lot of confidence and failing it in the very first round gave a clear indication that I have a lot to learn.

Coming from this kind of an experience had scared me at first of not getting any internship but after repeated efforts in searching for it gave me success at the end. I got to work in Iqbal Khan & Co LLP which was quite close to my house and also was considerable with regard to getting all my requirements met. I was asked a few questions regarding my interests, basic accounting knowledge, et cetera and then they gave me acceptance letter just on time.

# 4.4 CONCLUSION

Firstly I was thrilled to work there, the work environment and the professional etiquette was quite amazing to watch. I haven’t experienced working till now and this was the very first time I did enjoy each and every bit of it. The work given to me was as per my capabilities and I was able to give my best to it. I was asked to perform the internal audit of Wonder Valley Recreation and Hospitality Private Limited along with Mohammed Younus who is an aspiring CA. We were able to finish the audit in two weeks. The things we looked into included almost all the aspects of the business. We were able to get to the differences in the values and also got proper responses to it. I was able to know a lot of things at the same time I was able to assist Mohammed Younus. I was lucky enough to get another company to audit, this time it was a charitable trust named “Jumma Masjid Charitable Trust” (JMTB). Here I was asked to go along with Syed Saquib who is also a CA aspirant. The areas and line of functioning of this trust were completely different from that of the previous company which was Wonder Valley. We looked into their accounts and found a massive rent receivables value which we later got in details and were able to resolve the issue. This also took a lot of time it went on for two weeks and exactly got me to the end of my internship at IKCO.

In the course of my internship I got to know about the different aspects of accounts across different line of organizations and also to deal with difference in the value of certain important aspects. I went to places and did things which are explicitly done by a CA and that is one thing I would never forget. Also I was asked to make a project report which included all the details of my work along with basic information of audit. This gave me a lot to learn about audit and also helped me in preparing the internship report which is to be submitted to the college as this acted as a base to support my report.

Not just this I was able to improve my interpersonal and communication skills by constantly talking to my supervisors and other co-workers. I was able to get proper answer to all my queries and also gained additional knowledge in the area of accounts.

Overall it was a great experience, though my entire were consumed by this I didn’t feel I missed anything.

**CHAPTER-5 ANNEXURE**

**5.1 WEEKLY REPORTS:**

**5.2 REFERENCES:**

1) http:// [www.wikipedia.com](http://www.wikipedia.com)

2) <http://www.iqbalkhan.ikco.com>

3) <http://www.iedunote.com/auditing>

4) <http://www.tutorialpoint.com>

5) <http://.ikco.in>