



**A REPORT ON SUMMER TRAINING UNDERGONE AT
MPN CORPORATE CONSULTANTS PRIVATE LIMITED**

Submitted by

SHEETAL P

2116245111195

A SUMMER TRAINING REPORT

In partial fulfillment for the award of the degree

Of

MASTER OF BUSINESS ADMINISTRATION

TO

DEPARTMENT OF MANAGEMENT STUDIES

RAJALAKSHMI ENGINEERING COLLEGE

(AN AUTONOMOUS INSTITUTION)

AFFILIATED TO ANNA UNIVERSITY

THANDALAM, CHENNAI

August 2025

BONAFIDE CERTIFICATE

This is to certify that the Summer Training – BA23321 titled on “An Organisational Study of **MPN CORPORATE CONSULTANTS PRIVATE LIMITED**” is the bonafide work of **SHEETAL P (2116245111195)** who carried out the project work under my supervision. Certified further that to the best of my knowledge the work reported herein does not form part of any other thesis or dissertation on the basis of which degree or award was conferred on an earlier occasion on this or any other candidate.

Signature of Guide

Signature of HOD

Dr. SANKARARAMAN G

Dr. M.Uma Raman

Professor

Professor and HOD

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Thandalam, Chennai – 602105.

Thandalam, Chennai – 602105.

Submitted to viva voce Examination held on _____

Internal Examiner

External Examiner

Completion Letter (Colour Photocopy)

MPN CORPORATE CONSULTANTS PRIVATE LIMITED

INTERNSHIP COMPLETION LETTER

To

Ms.P Sheetal

REG NO: 2116245111195 - MBA

RAJALAKSHMI ENGINEERING COLLEGE

Sub: Certificate of Completion – Internship Training

This is to certify that **Ms. P Sheetal (2116245111195)** pursuing MBA in Finance & Business Analytics from Rajalakshmi Engineering College, Chennai has successfully completed her **Internship Training** at **MPN CORPORATE CONSULTANTS PRIVATE LIMITED**, Chennai.

She was engaged as an **Audit Trainee** for the period from **04/07/2025 to 03/08/2025**. During her internship, she was exposed to and trained in various aspects of:

- Statutory and internal audit procedures
- Income Tax and GST-related work
- Accounting practices and documentation
- File management and client servicing

Throughout the training, she exhibited professionalism, punctuality, and a willingness to learn, and we wish her the very best in her future academic and professional endeavors.

For MPN Corporate Consultants Private Limited

P. V.
P KAVITHA
Director

Place : Chennai

Date : 04/08/2025



New No : 2, G1, "Sri Krishna Nikethan", Giri Street, West Mambalam, Chennai-600 033.

DECLARATION

I SHEETAL P (2116245111195) declare that the Summer Training report on “An Organisational Study of **MPN CORPORATE CONSULTANTS PRIVATE LIMITED**” is a record of independent study carried out by me under the supervision and guidance of **Dr. SANKARARAMAN G, PROFESSOR**, Department of Management Studies, Rajalakshmi Engineering College. This has not been previously submitted for the award of any degree or other similar title.

Place: Chennai

SIGNATURE

Date:

SHEETAL P

2116245111195

ACKNOWLEDGEMENT

I take immense pleasure in conveying my gratefulness to all those who stood by my side for completing the project successfully. Primarily I thank God for being able to complete this project with success.

I extend my gratitude to our Chairperson **Dr. Mrs. THANGAM MEGHANATHAN, M.A., M.PHIL., Ph.D.**, for her sincere endeavour in educating us in her premium institution.

I express my profound appreciation to our esteemed Vice Chairman, **MR. M ABHAY SHANKAR**, for his dedicated efforts in enlightening us at his distinguished institution.

I thank our beloved principal **Dr. S. N. MURUGESAN M.E., Ph.D.**, for providing all the required facilities for completing the project.

I wish to express my heartfelt gratitude to our Head of the Department of Management Studies **Dr. M. UMA RAMAN M.B.A., Ph.D.**, for her help to complete the project.

I take this opportunity to express my profound gratitude and deep regards to my project guide **Dr. SANKARARAMAN G, PROFESSOR.**, for his valuable guidance, advice and highly useful suggestions without which this internship project would not have been brought to this successful completion.

I whole heartedly would like to thank our Internship Coordinator **Ms.B.BABITHA LUCIN RANI M.B.A.** who has been giving a key idea and encouraging us with a positive approach for a successful project.

I wish to express my sincere thanks to **HR M. VINOTH KUMAR**, I thank the entire staff members in my department for their cooperation and interest shown at every stage without which this project would not be possible.

SHEETAL P

DAILY ACTIVITIES LEARNED

DATE	ACTIVITIES DONE
04/07/2025	Attended orientation session on GST and IT filing processes.
07/07/2025	Learned about different ITR forms and their applicability.
08/07/2025	Studied basic steps for online Income Tax return filing.
09/07/2025	Gained overview of Digital Signature Certificates (DSC)
10/07/2025	Understood process of obtaining, registering, and using DSC for GST & IT filings.
11/07/2025	Summarized learnings on GST, IT filing, and DSC for mentor review.
14/07/2025	GST Filing using saral portal
15/07/2025	GST Filing using saral portal
16/07/2025	GST Filing using saral portal
17/07/2025	GST Filing using saral portal
18/07/2025	GST Filing using saral portal
21/07/2025	Filing ITR using saral portal
22/07/2025	Filing ITR using saral portal
23/07/2025	Filing ITR using saral portal
24/07/2025	Filing ITR using saral portal
25/07/2025	Filing ITR using saral portal
28/07/2025	DSC with E- Mudhra portal
29/07/2025	DSC with E- Mudhra portal
30/07/2025	DSC with E- Mudhra portal
31/07/2025	GST in Tally Prime
01/08/2025	GST in Tally Prime
02/08/2025	GST in Tally Prime

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CHAPTER-1

1.STATEMENT OF THE REPORT

INTRODUCTION

1.1 ORGANIZATION ANALYSIS

MPN Corporate Consultants Private Limited is a private, non-government company incorporated on January 29, 2010, in Chennai, Tamil Nadu. The company is registered with the Registrar of Companies (RoC), Chennai, under the Corporate Identification Number U74999TN2010PTC074413. Its primary business activity falls under the category of "Other Business Activities." Since its inception, the company has been engaged in providing professional consultancy and corporate support services. It aims to deliver reliable business solutions that cater to the diverse needs of clients across industries. The firm is known for its expertise in business advisory and compliance-related services. With over a decade of presence, it continues to strengthen its position in the consultancy sector.

MPN Corporate Consultants remains committed to promoting efficiency, transparency, and growth for its clients.

1.2 OBJECTIVES OF THE STUDY

1. To analyze the core business activities and services offered by M P N Corporate Consultants Pvt. Ltd.
2. To study the organizational structure and management practices of the company.
3. To evaluate the company's role in providing consultancy and compliance solutions to its clients.
4. To understand the growth, challenges, and opportunities faced by the company in the consultancy sector.
5. To assess the overall contribution of the company towards promoting business efficiency and client satisfaction.

1.3 SCOPE OF THE STUDY

1. The study covers the analysis of the company's consultancy services, business operations, and compliance support.
2. It includes an overview of the organizational structure, functions, and working environment of the firm.
3. The study focuses on understanding client relations, service quality, and the company's approach to problem-solving.
4. It examines the opportunities for growth, competitive positioning, and challenges in the consultancy industry.
5. The study is limited to the operations of M P N Corporate Consultants Pvt. Ltd. in Chennai and does not extend to other consultancy firms.

CHAPTER-2

2.PROFILE

2.1 INDUSTRY PROFILE

Consultancy Sector in Chennai & India

1. India's Consulting Market Growth:

India's business and management consultancy industry continues to grow rapidly—from USD 7.8 billion in 2020 to an estimated USD 8.31 billion in 2025, with projections to reach USD 15.25 billion by 2030 (CAGR \approx 12.9%).

2. SME-Focused Advisory Boom:

In parallel, the consulting niche serving SMEs is projected to reach USD 5 billion by 2025, driven by rising demand for support in strategy, risk management, and cost optimization.

3. Chennai as a Regional Hub:

Chennai hosts over 240 management consulting firms—including a mix of established advisory players and new startups—highlighting the city's strong human capital, startup ecosystem, and industry diversity.

4. Sector Drivers: Digital & Compliance:

Key growth drivers include digital transformation, ESG and sustainability reporting mandates, AI/data analytics adoption, and increasing demand for compliance & operational advisory services, especially from SMEs and GCCs (Global Capability Centres) expanding in India.

5. Local Context: Tamil Nadu & Chennai Economy:

As Tamil Nadu's capital and a leading software exporter—often dubbed India's "SaaS capital"—Chennai benefits from abundant talent, IT infrastructure, and multinational firm presence, making it a thriving consultancy services corridor.

The consultancy landscape in India—especially in Chennai—is characterized by strong growth, tech-enabled transformation, and expanding demand among small and medium enterprises. Consultancy firms like M P N Corporate Consultants operate within this dynamic ecosystem, supporting business compliance, strategic planning, and digital upliftment across sectors.

2.2 COMPANY PROFILE



2.2.1 HISTORY

M P N Corporate Consultants Private Limited was incorporated on **29th January 2010** in Chennai, Tamil Nadu, as a private, non-government company. It was registered with the Registrar of Companies (RoC), Chennai, under the Corporate Identification Number (CIN) **U74999TN2010PTC074413**.

At the time of its establishment, the company was classified under “**Other Business Activities**” (NIC Code 7499), focusing primarily on providing corporate consultancy, compliance support, and professional advisory services to businesses across industries.

The company began operations with a modest authorized and paid-up capital of **₹1,00,000**, reflecting its role as a specialized consultancy firm rather than a large-scale enterprise. From its inception, it positioned itself as a support system for businesses requiring professional guidance in compliance and management.

Over the years, the company witnessed changes in its leadership structure. On **14th February 2019**, **Pushpakumar Kavitha** and **Jeyalakshmi Narasimhan** were appointed as Additional Directors, taking charge of the company’s management. Earlier directors included Srinivasan Madhavan, Sundaravaradhan Dhanasekaran, Sundaravaradhan Pushpakumar, and Lakshmanan

Narasimhan.

M P N Corporate Consultants has consistently maintained **statutory compliance** since its formation. The company's **last Annual General Meeting (AGM) was held on 30th September 2023**, and the most recent financial statements were filed for the fiscal year ending **31st March 2023**. These timely filings reflect its commitment to transparency and good governance.

Located at **New No. 2, Sri Krishna Nikethan, Giri Street, West Mambalam, Chennai – 600033**, the company continues to operate as a reliable consultancy provider in Tamil Nadu. Its services cover business support, taxation, compliance management, and advisory roles, helping clients navigate India's regulatory environment. As of 2025, the company has completed over **15 years of operation**, establishing itself as a stable player in the consultancy sector. Despite being relatively small in scale, M P N Corporate Consultants has built a history of professionalism, consistent compliance, and reliable advisory services, contributing to the growth of its clients and strengthening its presence in Chennai's corporate consulting industry.

2.2.2 PROMOTERS & DIRECTORS

- **Pushpakumar Kavitha** — Additional Director (appointed 14 February 2019)
- **Jeyalakshmi Narasimhan** — Additional Director (appointed 14 February 2019)
- Previous leadership included **Srinivasan Madhavan, Sundaravaradhan Dhanasekaran, Sundaravaradhan Pushpakumar**, and **Lakshmanan Narasimhan**, who have since resigned.

2.2.3 ORGANIZATION STRUCTURE

The organizational structure of **M P N Corporate Consultants Private Limited, Chennai** is lean and streamlined, led by two directors—**Pushpakumar Kavitha** and **Jeyalakshmi Narasimhan**—who act as both promoters and key decision-makers of the company. They are jointly responsible for strategic direction, compliance, and client servicing, while operational tasks such as accounting, taxation, and consultancy support are managed by a small team of associates reporting directly to them. With an authorized and paid-up capital of ₹1,00,000, the company functions as a compact unit without multiple hierarchical layers, ensuring efficient

decision-making and close client engagement.

2.2.4 SHAREHOLDERS PATTERN

The company's authorized and paid-up share capital is ₹100,000, and according to public GST-based business profile data, the entire shareholding is held by its two current directors—**Pushpakumar Kavitha** and **Jeyalakshmi Narasimhan**—who jointly own and control 100% of the equity. No other individuals, institutional investors, or external shareholders are listed, indicating the firm is closely held and fully managed by the promoter-directors.

2.2.5 MARKET CAPITALIZATION: **M P N Corporate Consultants Private Limited** is a private, unlisted company, it does **not have a public market capitalization**, as its shares are not traded on any stock exchange.

2.2.6 VISION & MISSION OF THE COMPANY

Vision- To become Chennai's most trusted corporate consultancy partner—renowned for delivering compliance excellence, innovation, and business support services that add sustained value to clients.

Mission- To empower businesses with professional consultancy, tax advisory, and bookkeeping solutions through personalized, ethical, and efficient services. We aim to foster strong client relationships and support growth within the regulatory framework of India.

2.2.7 COMPANY POLICY

1. Business Ethics & Confidentiality:

Ensure professional integrity in all consultancy and compliance services. Protect

client information through strict confidentiality and secure data handling.

2. Quality & Professionalism:

Commit to timely, accurate service delivery in advisory, taxation, bookkeeping, and compliance. Maintain internal review to uphold service standards.

3. Compliance & Governance:

Adhere to all statutory filings, regulatory mandates, and financial disclosure norms. Keep company operations up to date with RoC, GST, and MCA regulations.

4. Client Engagement & Feedback:

Provide clear contracts, transparent fee structures, and periodic check-ins. Encourage feedback to continuously improve client satisfaction.

5. Data Security & IT Use:

Ensure secure management of digital tools and client data. Limit access to authorized personnel and maintain backups in accordance with data protection norms.

6. Employee Conduct & Confidentiality:

Even in a compact team, expect professionalism, neutrality, and respect in interactions. Protect sensitive client and company information through formal confidentiality agreements.

7. Continuous Development:

Support periodic upskilling (e.g. taxation changes, accounting standards, software tools). Keep staff updated on legal/regulatory updates relevant to consultancy.

2.2.8 QUALITY STATEMENT

The Quality Statement of M P N Corporate Consultants Private Limited, Chennai reflects

its commitment to excellence in consultancy and compliance services. The company strives to deliver accurate, timely, and reliable business solutions that meet statutory requirements while exceeding client expectations. It ensures confidentiality, transparency, and professionalism in every engagement, supported by a culture of continuous improvement and upskilling. By focusing on ethical practices, client satisfaction, and regulatory compliance, the firm aims to be a trusted partner in enabling business growth and sustainability.

2.2.9 RULES AND REGULATION OF THE COMPANY

The internal Rules & Regulations of M P N Corporate Consultants Private Limited are designed to uphold professionalism, regulatory compliance, and ethical conduct across all operations. Employees and directors are expected to adhere strictly to statutory norms (RoC, GST, MCA filings), maintain client confidentiality at all times, and ensure timely delivery of services. Clear fee structures, proper documentation, and client engagement protocols are enforced to promote transparency. The firm mandates that all associates undergo regular training to stay updated with changing laws and software tools. Its data management rules require secure handling of sensitive information, with access granted only to authorized personnel. The company also enforces conflict-of-interest policies and expects impartial conduct even in a small team, with disciplinary guidelines in place for non-compliance.

2.2.10 MILESTONES / ACHIEVEMENTS / AWARDS

Since its incorporation in **2010**, M P N Corporate Consultants Private Limited has steadily grown into a trusted player in the corporate consultancy sector, offering services in taxation, compliance, and business advisory. A key milestone was the **leadership expansion in 2019** with the appointment of new directors, strengthening governance and client engagement. The firm has consistently achieved **timely statutory filings**, including its AGM in September 2023 and financial reporting up to March 2023, reflecting strong compliance discipline. Another significant achievement was obtaining **GST registration in 2022**, which enabled wider service offerings. Beyond statutory records, the company takes pride in building long-term client relationships, providing customized solutions, and maintaining a reputation for professionalism and confidentiality. These internal achievements, combined with sustained operations for over **15 years**, mark its steady contribution to the consultancy space in Chennai.

2.2.11 CORPORATE SOCIAL RESPONSIBILITY

The CSR approach of **M P N Corporate Consultants Private Limited** focuses on ethical governance, education, and community welfare. Although not legally bound by CSR regulations, the company can voluntarily contribute by supporting financial literacy workshops, assisting NGOs in education, adopting eco-friendly office practices, and encouraging employee volunteering. By integrating these small yet impactful initiatives, the firm demonstrates its commitment to contributing positively to society while upholding its professional values.

2.3 PRODUCT AND SERVICE PROFILE

M P N Corporate Consultants (CIN: U74999TN2010PTC074413) is registered under NIC Code **7499 – Other Business Activities n.e.c.**, specializing in corporate services delivered to business clients. Under its GSTIN (33AAGCM3394L1Z5), the firm provides a range of consultancy services classified under SAC codes:

- **998222** – Accounting & Bookkeeping Services
- **998231** – Corporate Tax Consulting & Preparation
- **998232** – Individual Tax Planning & Preparation

Core Service Offerings:

1. **Corporate compliance & secretarial support** includes RoC filings, annual statutory documents, AGM handling, and corporate governance assurance.
2. **Tax advisory & filing services** providing corporate and personal tax compliance support, including ITR filing and strategic tax advisory.
3. **Accounting & bookkeeping services** maintenance of books, preparation of financials, and periodic statements, especially for SMEs or small clients.
4. **Business advisory & outsourcing support** offering guidance on business process optimization, regulatory adherence, and operational support under its NIC classification.

Service Delivery Model

- Operates as a boutique consultancy firm helmed by two key directors, supported by associates and specialists who manage compliance, tax, and bookkeeping workflows.
- Services are tailored to SMEs and corporate clients within Chennai and its environs, emphasizing personalized attention and turnaround efficiency.

CHAPTER-3

3. ORGANIZATIONAL STUDY

M P N Corporate Consultants Pvt. Ltd. follows a **functional organizational structure**, where work is divided based on specialized functions to improve efficiency and accountability. At the top level, the **Board of Directors (Mrs. Pushpakumar Kavitha & Mrs. Jeyalakshmi)** provides strategic direction and ensures overall compliance. Under them, the firm is organized into key functional areas such as **Accounting & Bookkeeping, Taxation & Compliance, Corporate Advisory & Secretarial Services, and Client Relationship & Marketing**. Each function is managed by a small team or individual associate responsible for delivering services within their expertise while reporting directly to the directors. Supporting staff handle documentation, filing, and administrative tasks to assist all functions. This functional structure allows MPN to streamline operations, maintain clear role responsibilities, and ensure personalized service delivery while adapting to client needs efficiently.

3.1 MARKETING

At M P N Corporate Consultants Pvt. Ltd., the **marketing function operates within a lean and integrated framework**, directly overseen by the Directors, **Mrs. Pushpakumar Kavitha and Mrs. Jeyalakshmi Narasimhan**, who guide business development initiatives alongside client servicing. Instead of a standalone marketing division, activities such as **client acquisition, networking, relationship management, and promotional efforts** are handled collaboratively by a small team of associates and executives who also manage compliance and consultancy tasks. This **flat structure** ensures that marketing is closely tied to service delivery, enabling personalized client engagement and efficient communication. The firm primarily leverages **word-of-mouth referrals, professional networking, and digital listings** for outreach, with strategic decisions flowing directly from the leadership to the operational team.

3.2 RESEARCH AND DEVELOPMENT

Although primarily a consultancy firm, MPN invests in **Research and Development (R&D)** by continuously analyzing **regulatory changes, taxation updates, compliance frameworks,**

and best practices in corporate governance. The R&D function focuses on gathering new information, studying industry trends, and upgrading internal processes to deliver improved services. This helps the firm stay competitive, offer up-to-date solutions to clients, and maintain a reputation for reliability in the consultancy domain.

3.3 HR & ADMINISTRATION

The Human Resource (HR) framework of M P N Corporate Consultants Pvt. Ltd. follows a **simple, centralized model**, reflecting the firm's lean organizational setup. HR responsibilities such as **recruitment, training, employee welfare, payroll, and performance monitoring** are managed directly under the supervision of the Directors, with support from administrative staff. Since the company operates with a small team, HR practices are largely informal, focusing on **employee skill development, compliance with labor regulations, and creating a collaborative work culture** rather than maintaining a dedicated HR department. This streamlined HR approach ensures cost efficiency, close employee engagement, and adaptability to the firm's consultancy-driven environment.

3.4 FINANCE

The finance function at M P N Corporate Consultants Pvt. Ltd. is structured under a **centralized financial management system**, directly overseen by the Directors, ensuring transparency and control in decision-making. The company operates with a modest authorized and paid-up capital of ₹1,00,000, and its financial activities include **budgeting, accounting, taxation, statutory filings, and financial reporting**, handled by in-house associates specializing in accounting and compliance. As a consultancy firm, finance is not only an internal support function but also an area of expertise delivered as a service to clients, making financial accuracy and regulatory adherence central to its operations. This streamlined financial structure ensures both **internal financial discipline** and the ability to provide reliable financial consultancy to external stakeholders.

3.5 PRODUCTION / OPERATION

At M P N Corporate Consultants Pvt. Ltd., the **production and operations function** is service-oriented rather than manufacturing-based, focusing on the systematic delivery of consultancy

solutions. The operations process begins with **client onboarding and requirement analysis**, followed by structured activities such as **documentation, accounting, tax compliance, and corporate advisory services**, all coordinated by associates under the guidance of the Directors. Since the firm follows a **functional structure**, operations are streamlined into clearly defined tasks with strict adherence to timelines, regulatory standards, and client expectations. The emphasis is on **efficiency, accuracy, and personalized service delivery**, which ensures that the firm maintains high professional standards and sustains long-term client relationships.

3.6 SYSTEM

M P N Corporate Consultants Pvt. Ltd. employs a combination of **manual and digital systems** to streamline its consultancy operations, with a strong focus on compliance, accuracy, and client data security. The firm utilizes **accounting and tax software (such as Tally, GST filing tools, and ITR utilities)** for bookkeeping and financial reporting, while also depending on **MCA21 portal, GST portal, and income tax e-filing systems** for statutory compliance. For internal coordination, the company relies on **document management systems, MS Office tools, and cloud-based storage** to maintain records and share updates. Communication and client servicing are supported through **emails, teleconferencing, and digital collaboration tools**, ensuring smooth interaction and timely delivery of services. These systems collectively help MPN achieve **efficiency, accuracy, and regulatory adherence** in its daily operations.

3.7 FUTURE PLANS

M P N Corporate Consultants Pvt. Ltd. aims to strengthen its position in the consultancy domain by **expanding its service portfolio, adopting advanced digital tools, and enhancing client outreach** in the coming years. The company plans to focus on **automation in accounting and compliance processes**, greater use of **cloud-based platforms** for secure data management, and developing **specialized advisory services** tailored to SMEs and startups in Chennai and beyond. Building a stronger **online presence, networking with industry associations, and offering knowledge-driven workshops** are also part of its growth strategy. With an emphasis on **professional excellence, regulatory compliance, and customer satisfaction**, MPN envisions scaling its operations while maintaining the personalized service approach that distinguishes it in the corporate consultancy sector.

CHAPTER-4

4.SUGGESTION AND CONCLUSION

4.1 SWOT ANALYSIS

STRENGTHS

- Experienced directors with strong domain knowledge in compliance and consultancy.
- Lean organizational structure enabling quick decision-making and personalized client service.
- Specialization in accounting, taxation, and corporate advisory tailored for SMEs.
- Strong compliance record with timely statutory filings and adherence to regulations.
- Good reputation in Chennai with trust-based client relationships and referrals.

WEAKNESS

- Limited capital base (₹1,00,000) restricting large-scale expansion.
- Absence of a dedicated marketing department, relying mainly on referrals.
- Small team size leading to high dependency on directors for major decisions.
- Limited brand visibility due to lack of a strong online presence/website.
- Restricted geographic reach, primarily focused on local clientele in Chennai.

OPPORTUNITIES

- Rising demand for compliance, tax advisory, and bookkeeping among SMEs and startups.
- Adoption of digital tools, cloud systems, and automation to enhance efficiency.
- Expansion into pan -India consultancy services with virtual delivery models.
- Collaborations with industry associations, educational institutions, and incubators.

- Growing awareness among businesses about professional compliance and financial advisory.

THREATS

- Intense competition from larger consultancy firms and CA practices.
- Frequent regulatory and taxation changes increasing compliance pressure.
- Client preference for low-cost unorganized service providers.
- Risk of data breaches or cyber threats in handling sensitive client information.
- Dependence on a few key clients may affect revenue stability if contracts end.

4.2 SUGGESTIONS

1. **Develop a Strong Online Presence** – Create an official website and maintain active profiles on LinkedIn and professional portals to enhance visibility.
2. **Introduce Digital Marketing Strategies** – Use SEO, blogs, and social media to attract SMEs and startups seeking compliance and advisory services.
3. **Expand Service Portfolio** – Add specialized services like startup advisory, financial planning, investment consulting, and GST audits.
4. **Adopt Advanced Technology** – Implement cloud-based accounting and AI-driven compliance tools for efficiency and accuracy.
5. **Strengthen HR Practices** – Formalize HR policies, offer employee training, and create a talent retention plan for long-term growth.
6. **Enhance Client Relationship Management** – Use CRM software to track client interactions, improve communication, and offer personalized services.
7. **Geographic Expansion** – Extend services beyond Chennai to other cities through virtual consultancy and digital platforms.
8. **Build Strategic Alliances** – Partner with CA firms, law firms, and industry associations to widen service reach and credibility.

9. **Conduct Workshops & Seminars** – Organize client awareness programs on taxation, compliance updates, and financial planning.
10. **Focus on Brand Building** – Develop a professional logo, corporate identity, and regular newsletters to strengthen the brand image.

4.3 CONCLUSION

M P N Corporate Consultants Pvt. Ltd., since its inception in 2010, has established itself as a trusted corporate consultancy firm in Chennai, focusing on **accounting, taxation, compliance, and business advisory services**. With a lean organizational structure led by its directors, the company has successfully catered to the needs of small and medium enterprises by offering **personalized, reliable, and cost-effective solutions**. Its emphasis on regulatory adherence and professional ethics has enabled it to sustain long-term client relationships and build credibility in the competitive consultancy sector.

The firm's **functional structure and streamlined operations** allow it to provide specialized services while maintaining operational efficiency. Despite certain limitations such as limited capital, a small workforce, and a modest brand presence, MPN continues to adapt by leveraging digital systems and focusing on quality service delivery. Its ability to combine compliance expertise with client-oriented service has positioned it as a boutique consultancy with strong potential for growth.

Looking ahead, MPN Corporate Consultants Pvt. Ltd. has significant opportunities to expand its **market presence, adopt advanced digital tools, and diversify its service offerings**. By strengthening its marketing strategies, investing in technology, and building strategic alliances, the firm can move towards sustainable growth and wider recognition. With its commitment to professionalism and client satisfaction, MPN is well-placed to enhance its role in the consultancy industry and continue contributing to the business ecosystem in Chennai and beyond.

CHAPTER-5

WEEKLY REPORT

MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Subject Code: BA23321 Subject Name: ORGANIZATION STUDY Week: 1

Date: 11/07/2025

Student Name & Reg.N0: SHEETAL P- 245111195

Employer Name: MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Reporting Period (dates) to: 04/07/2025-11/07/2025

Provide a brief summary of the goals, activities and outcomes for the week:

As a Finance intern understood of company's business process and challenges. I gained a deeper understanding of MPN Corporate Consultant Private limited business process, goals, vision and mission.

Describe any new knowledge, skills or experiences gained over the week:

The objective of this week was to gain an understanding of taxation-related compliance processes, specifically focused on Goods and Services Tax (GST) filing, Income Tax (IT) filing, and the use of Digital Signature Certificates (DSC).

Activities Undertaken:

- Attended orientation sessions on GST and IT filing.
- Studied the process flow of GST return filing using the Saral GST portal (theoretical overview).
- Learned about the Income Tax return filing process and the role of different ITR forms.
- Gained an overview of Digital Signature Certificates (DSC) and their application in e-filing

New No : 2, G1, "Sri Krishna Nikethan", Giri Street, West Mambalam, Chennai-600 033.

MPN CORPORATE CONSULTANTS PRIVATE LIMITED

3. Knowledge & Skills Gained (Theory):

a) GST Filing:

- Understood the GST framework and compliance requirements.
- Learned theoretical steps for filing GST returns:
- GSTR-1: Reporting outward supplies.
- GSTR-2B: Reconciling purchase invoices and Input Tax Credit.
- GSTR-3B: Summarizing returns and tax liability.

Studied how invoice data is prepared, reconciled, and finalized for filing.

b) Income Tax Filing:

- Learned the importance of IT filing for individuals and businesses.
- Understood different ITR forms and their applicability.

Studied basic steps for filing returns online, including required documents and taxable income computation.

c) Digital Signature Certificate (DSC):

- Learned the concept and purpose of DSC in secure e-filing.
- Understood the process of obtaining, registering, and using DSC for GST and IT filings.

Studied its importance in ensuring authenticity and data security during submissions.


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MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Subject Code: BA23321 Subject Name: ORGANIZATION STUDY Week: 2

Date: 18/07/2025

Student Name & Reg.N0: SHEETAL P- 245111195

Employer Name: MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Reporting Period (dates) to: 14/07/2025-18/07/2025

Provide a brief summary of the goals, activities and outcomes for the week:

This week, I focused on understanding the end-to-end Goods and Services Tax (GST) filing process and gaining hands-on experience in GST compliance using the Saral portal. I actively participated in various GST-related tasks such as invoice collection, data validation, reconciliation, and filing of returns including GSTR-1, GSTR-2B reconciliation, and GSTR-3B. Through this, I gained practical knowledge of GST workflows, learned how to process returns efficiently using the Saral portal, and enhanced my understanding of tax data management, input tax credit (ITC) accuracy, and compliance timelines.

Describe any new knowledge, skills or experiences gained over the week:

This week, I gained hands-on experience in Goods and Services Tax (GST) filing and learned to use the Saral GST portal for efficient return filing. I understood how to manage invoices, reconcile data, and ensure compliance with GST regulations.

Steps in Saral Portal for GST Filing:


1. Login & Setup

- Open Saral GST software and log in with authorized credentials.
- Select the GSTIN (GST registration number) for which filing needs to be done.

2. Data Import / Entry:

- Import sales and purchase data from Excel, Tally, or manually enter invoice details.
- Verify details like GSTIN, invoice number, date, taxable value, and tax rates (CGST, SGST, IGST).

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3. GSTR-1 (Outward Supplies):

- Go to the GSTR-1 section.
- Upload and validate outward supply invoices (B2B, B2C, exports, credit/debit notes).
- Generate the JSON file and upload it to the GSTN portal.
- Check for errors, correct them if any, and finalize GSTR-1 submission.

4. GSTR-2B (Reconciliation):


- Download the auto-drafted GSTR-2B from the GSTN portal.
- Compare it with purchase invoices uploaded in Saral.
- Identify mismatches (missing invoices, incorrect GSTIN, or tax amount differences).
- Adjust and finalize eligible Input Tax Credit (ITC).

5. GSTR-3B (Summary Return):

- Consolidate details of outward supply, inward supply, ITC, and tax liability.
- Verify totals and cross-check with reconciled data.
- Generate the GSTR-3B summary in Saral and upload it to the GSTN portal.
- Pay tax dues (if any) through online payment.

6. Final Submission & Reports:

- Submit the return after e-signing or using a DSC (Digital Signature Certificate).
- Download acknowledgment and save reports for records.


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MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Subject Code: BA23321 Subject Name: ORGANIZATION STUDY

Week: 3

Date: 26/07/2025

Student Name & Reg.N0: SHEETAL P- 245111195

Employer Name: MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Reporting Period (dates) to: 21/07/2025-25/07/2025

Provide a brief summary of the goals, activities and outcomes for the week:

In the third week of my internship, I learned the complete process of Income Tax Return (ITR) filing using Saral IT software. The focus was on ITR-1 and ITR-4 for individual taxpayers and professionals. I also learned about the use of Form 26AS, AIS, and TIS while filing returns.

Describe any new knowledge, skills or experiences gained over the week:

1. Forms & Reports Used in IT Filing:

- Form 26AS: Consolidated annual tax statement showing TDS, TCS, and advance tax payments credited to PAN.
- AIS (Annual Information Statement): Detailed record of income, investment, tax credits, and high-value transactions linked to PAN.
- TIS (Taxpayer Information Summary): Summarized version of AIS for quick reference.
- These documents are collected before filing and matched with client-provided data to ensure accurate filing.

2. ITR Forms Used:

- ITR-1: Used for salaried individuals, pensioners, and those having income from one house property and other sources.
- ITR-4: Used for individuals and small businesses opting for presumptive income under sections 44AD, 44ADA, or 44AE.

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3. Steps in Filing ITR using Saral Portal:

A) Data Collection & Verification

1. Collect taxpayer documents:

- Form 16 (for salary details)
- Bank details and investment proofs
- Form 26AS (for TDS verification)
- AIS & TIS (to cross-check reported incomes like interest, shares, mutual funds)

4. Verify PAN, Aadhaar, and contact details:

B) ITR Filing in Saral Software

1. Login:

- Open Saral Income Tax software and log in using authorized credentials.

2. Create Client Profile:

- Enter PAN, Name, Address, Contact details, and select Assessment Year (e.g., AY 2024-25).

3. Select Return Type:

- Choose ITR-1 or ITR-4 depending on the taxpayer profile.

4. Enter Income Details:

- For ITR-1: Salary, one house property, other income (interest).
- For ITR-4: Business income under presumptive taxation, other income.

5. Enter Deductions & Tax Payments:

- Input deductions under Chapter VI-A (80C, 80D, etc.).
- Cross-check tax credits with Form 26AS, AIS & TIS to avoid mismatches.

6. Compute Tax Liability:

- Use Saral's auto-calculation to determine tax payable or refund amount.

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7. Generate XML/JSON File:

- Export the return in government-approved format.

8. Upload to Income Tax Portal:

- Log in to the e-filing portal and upload XML/JSON file.

9. E-Verification:

- Verify using Aadhaar OTP, net banking, or Digital Signature Certificate (DSC).

10. Save Acknowledgment (ITR-V):

- Download and share acknowledgment for record purposes.

P. Kanitha

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MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Subject Code: BA23321 Subject Name: ORGANIZATION STUDY

Week: 4

Date: 02/08/2025

Student Name & Reg.N0: SHEETAL P- 245111195

Employer Name: MPN CORPORATE CONSULTANTS PRIVATE LIMITED

Reporting Period (dates) to: 28/07/2025-02/08/2025

Provide a brief summary of the goals, activities and outcomes for the week:

This week, I gained hands-on experience in using Digital Signature Certificates (DSC) through the E-Mudhra portal, including its application, renewal, and installation process for secure online compliance. I also learned to use Tally Prime for GST-enabled accounting by enabling GST features, creating GST ledgers, configuring stock items, recording purchase and sales entries, and generating GST return reports (GSTR-1 and GSTR-3B). This helped me understand digital authentication processes and practical GST accounting workflows used in real-world business operations.

Describe any new knowledge, skills or experiences gained over the week:

1. Steps for DSC with E-Mudhra Portal:

1. Login to Portal

- Visit E-Mudhra portal and log in using authorized credentials.

2. Select DSC Service

- Choose whether you want to apply, renew, or download a Digital Signature Certificate.

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3. Fill Applicant Details

- Enter personal details like Name, Email, PAN, Aadhaar, Mobile Number, and Address.

4. Upload Required Documents

- Upload identity proof (Aadhaar/PAN), address proof, passport-size photo, and signature.

5. Video KYC/OTP Verification

- Complete video KYC verification or OTP-based authentication to verify identity.

6. Payment & Approval

- Make the required online payment for DSC issuance or renewal.

7. Download & Install DSC

- Download the DSC onto a USB token and install it on the system for secure use in Income Tax, GST, MCA portal filings, and e-tendering.

2. Steps for Using GST in Tally Prime:

Step 1: Enable GST

- Go to F11 → Statutory & Taxation.
- Enable Goods & Services Tax (GST) → Set GST Applicable From Date → Enter Company GSTIN.

Step 2: Create GST Ledgers

- Create CGST, SGST, and IGST ledgers under Duties & Taxes with respective GST rates (e.g., CGST 9%, SGST 9%, IGST 18%).

Step 3: Create Party Ledgers

- Create Supplier Ledger and Customer Ledger with their GSTIN and state information for correct tax calculations.

Step 4: Create Stock Item

- Create the stock item with HSN code and applicable GST rate.

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Step 5: Purchase Entry

- Use F9 (Purchase Voucher) to record supplier bills.
- Select the supplier ledger, add items, quantity, rate, and GST automatically calculates.

Step 6: Sales Entry

- Use F8 (Sales Voucher) for customer sales.
- Select the customer ledger, add items, quantity, rate, and GST automatically calculates.

Step 7: Generate GST Returns

- Go to Display → Statutory Reports → GST.
- View GSTR-1 (Sales) and GSTR-3B (Summary) → Export for filing.

P. Kaniha

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