

M.Com -2nd Semester
(6 Weeks – Internship)

Sr. No	Name	Roll Number	Class	Name Of The Internship Agency
1	MANPREET KAUR	2242375001	M.Com-2 nd Semester	AMH SOLAR SOLUTION PVT. LTD. SAIDPURA DERABASSI PUNJAB
2	ABHISHEK	2242375002	M.Com-2 nd Semester	M/S SPECIALTY COATING PVT. LTD. (DERABASSI-140507)
3	PRERNA BAKSHI	2242375003	M.Com-2 nd Semester	DEV POLYTECHNIC COLLEGE
4	MONIKA	2242375004	M.Com-2 nd Semester	RCC INSTITUTE OF COMPUTER EDUCATION
5	TANIYA	2242375005	M.Com-2 nd Semester	TECHNICAL EDUCATION CENTRE AMBALA CANTT.
6	NANCY	2242375006	M.Com-2 nd Semester	SHARMA DEVENDER AND ASSOCIATES
7	RITU RANI	2242375007	M.Com-2 nd Semester	RCC INSTITUTE OF COMPUTER EDUCATION
8	GUNJAN RANI	2242375008	M.Com-2 nd Semester	PIZZA PARADISE, HEMA MAJRA MULLANA AMBALA
9	KAJAL	2242375009	M.Com-2 nd Semester	MANISHA PRINTING PRESS
10	PREETI	2242375010	M.Com-2 nd Semester	ZCC COMPUTER CENTRE SAHA
11	KAJAL	2242375011	M.Com-2 nd Semester	ZCC COMPUTER CENTRE SAHA
12	ISHA RANI	2242375012	M.Com-2 nd Semester	SHRI LAKSHMI NARAIN FOODS FATEHPUR

Kirantpal

Kirantpal
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE SAHA

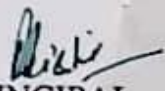
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DATED 25/07/25

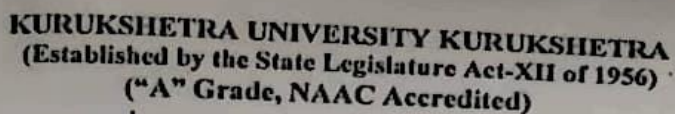
All The Student of M. Com 2nd Semester Are Hereby Informed That Your VIVA-VOCE Examination Of **INTERNSHIP** Will be Conducted On **28-07-2025**. So Prepare Yourself For The Examination.

Documents Required.

1. Assignment
2. Internship Completion Certificate


PRINCIPAL
Principal
RAJIV GANDHI GOVT. COLLEGE
Rajiv Gandhi Govt. College
SAHA
Saha(Ambala)


Principal
Rajiv Gandhi Govt. College
Saha (Ambala)



EXAMINATION MAY (NEP)-2025

INTERNSHIP ATTENDANCE CHART

Chart for preparing list of each group for Internship in Science and other Subjects.
Centre for Written Examination

Centre for Written Examination Rajiv Gandhi Govt. College Sahy

Centre for Internship Examination Rajiv Gandhi Govt. College Saha
Subject MAH-INT 2 Rajiv Gandhi Govt. College Saha

Subject M24-INT-200-Intership
Group _____

Date 28-07-25

Time 10:00 AM

1. Total No. of Candidates allotted by the Principal 12
2. Total No. of Candidates examined by the Examiner 12
3. Total No. of Candidates absent in the Internship Examination NPL
4. Signature of Principal Principal
Rajiv Gandhi Govt. College

5. Signature & Address of Interceptor - KIRAT PAL (Assistant Professor)
R.G.G.C. School

flask
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

**INTERNSHIP REPORT
ON
ACCOUNT MANAGEMENT
BY
ISHA RANI
ROLL NO. 2242375012**



**RAJIV GANDHI GOVT.
COLLEGE, SAHA**

28 JULY 2025

[Handwritten signature]

[Handwritten signature]
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

Internship Completion Certificate

It is certified that Mr./Ms./Mrs Ishu Rani D/O Labh Singh Class M.Com 2nd Year Roll.No 2242375012 of Department/ College/ Institute Rajiv Gandhi Govt College Saha carried out his/her internship from 11 JUNE To 20 JULY 5WEEK in this organisation Shri Lakshmi Narain Foods Fatehpur.

On the bases of his/her regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives, a score of .48 Marks out of 50 marks are awarded.

Remarks, if any

Displayed excellent learning ability, dedication, and a positive attitude throughout the internship — a promising professional in the making

Date: 20 JULY 2025

Signature of Mentor

Name: Minku Saini

Designation: Account Manager

Address: Fatehpur

Email: sainiminku9671@gmail.com

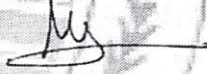
For SHRI LAKSHMI NARAIN FOODS

Auth. Sign./Partner

Seal of the Organization

Consent of Internship Mentor

I Minku Saini having designation Account Manager in the organization Shri Lakshmi Narain Foods Fatehpur hereby extend my consent to allow the student Isha Rani Of Class M.Com 2ND Year Roll No 2242375012 of Department/College/Institute/ to do the internship Rajiv Gandhi Govt College Saha. in this organization during the period 1 June To 20 July Weeks Mr. Minku Saini or myself will act as an Internship Mentor.

Signature: 


Name: Minku Saini

Designation: Account Manager

Address: Fatehpur

Email: sainiminku9671@gmail.com

For SHRI LAKSHMI NARAIN FOODS


Auth. Sign./Partner

Seal of the Organization


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Acknowledgement

I hereby do solemnly acknowledge that I have taken my sincerest efforts in this project.

However, it would not have been possible without the support and help of many individuals and organizations indulged along the way. I would like to extend my sincere thanks to all of them.

I am highly indebted to KIRATPAL (Assistant Professor) and for his guidance and the constant supervision as well as for providing all the necessary information to me regarding the project and also for the support in completing the project.


I would like to express my sincere gratitude towards my parents, friends for their kind cooperation and encouragement which help me in completion of this project.

I would also like to express my special gratitude for giving me such kind of attention and time. My thanks and appreciations also go to all of my colleague who formed a part in developing the project and the people who have willingly helped me outwith their special abilities.

ISHA RANI

M.com 1st year

2242375012


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OBJECTIVE OF INTERNSHIP

To gain practical experience and develop industry- specific skill by working in a professional environment, applying theoretical knowledge to real-world project, and contributing meaningfully to the organisation goal while enhancing my own personal and professional growth.

EXAMPLE BY FIELD:

BUSINESS MANAGEMENT:

To understand business operation, improve my analytical and problem- solving skill, and actively contribute to strategic initiatives in a dynamic corporate environment.

MARKETING:

To develop practical marketing skill, including marketing research, campaign development, and digital marketing strategies, while supporting the organization brand growth.

FINANCE:

To deepen my understanding of financial analysis, budgeting, and investment strategies, and apply academic knowledge in a fast- paced financial setting.

COMPUTER SCIENCE:

To gain hands on experience in software development and IT project management, enhance my programming skill, and contribute to innovative technology solutions.

ORGANISATIONAL PROFILE

Name of the employer: MR. MINKU SAINI

Address: FATEHPUR

Phone no: 9671863034

Email id:sainiminku9671@gmail.com

Works provided to the clients

- Maintenance of the accounts and preparation of Financial Statements.
- Management of reports.
- Filling of Statutory Returns.
- Accounting supervision.
- GST registration and return filing.

WORK DESCRIPTION

- Creation of ledger.
- Posting entries of bank statement in tally.
- Making entries of purchases.
- Entries of sales bill.
- Splitting company.
- Creating company.
- Posting of opening balance in tally.

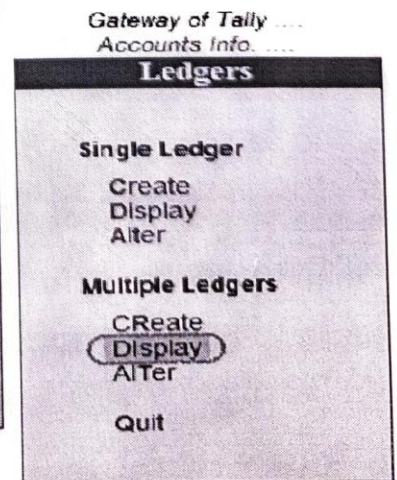
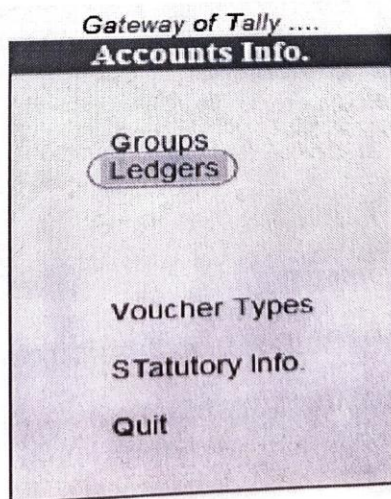
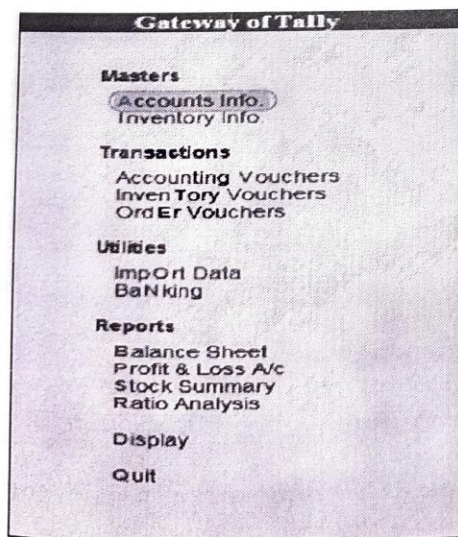
BRIEF DESCRIPTION OF WORKS PERFORMED

Creation of ledger

Select company.....Account infoLedgercreate.....

Enter the name and select the respective group under which it comes.

Tally automatically creates two ledger accounts, i.e., Profit & Loss account and Cash in Hand account. As per the requirements of the organization, we can create the ledger accounts.



Types of voucher

Sales Voucher (F8)

It is used to record sales. The sales voucher has purposes for both supplier and customer. For the supplier, a copy of the voucher is normally left with the inventory to indicate that it was purchased and paid for.

Purchase Voucher (F9)

Purchase Vouchers is used when you have to purchase some goods from any party and you get an invoice against cash or credit purchase from the party.

Payment Voucher (F5)

The Payment Voucher (PV) authorizes the spending of money. You can use it to pay an outside vendor or to transfer money within your entity.

Receipt Voucher (F6)

A Receipt voucher is used to record cash or bank receipt. Here there is an inflow of funds.

Contra Voucher (F4)

A contra voucher is a set/group of two or more vouchers to record transactions within the Establishment especially to record transactions for Cash to Bank or Withdrawal from Bank.

Journal Voucher (F7)

Journal voucher is a document of every financial transaction, having the necessary information such as the identification number of the voucher, date, description of the business transaction, etc.

Credit Note Voucher (Ctrl + F8)

Credit note is a document issued to a party stating that account has been credited in books of account for the stated reason or vice versa. It is commonly used in case of sales return, escalation/ de-escalation in price.

Debit Note Voucher (Ctrl + F9)

Debit Note is a document/voucher given by a party to other party stating that such other party's account is debited in the books of sender.

ENTRY OF BANK STATEMENT IN TALLY

Every company has its own bank account. Large amounts of transactions such payments from the creditors and payment to the debtors take place through bank. So it is necessary to record this transactions.

Open tally-----select the company-----select balance sheet----- select current assets-----select the bank A/c----- and select respective vouchers for respective transactions.....

Team Viewer Educational Company			
Liabilities		Assets	
Capital Account		Investments	
Capital		Investment in Shares	
5,00,000.00		64,000.00	
Loans (Liability)		Current Assets	
Current Liabilities		Closing Stock	
Sundry Creditors		64,000.00	
64,000.00		1,00,000.00	
Profit & Loss A/c		Bank Accounts	
Opening Balance		4,00,000.00	
1,14,000.00			
Current Period			
(-)50,000.00			

- Cash Deposit Bank entry

Voucher type: Contra Voucher Shortcut Key - F4

entry:

Bank A/c (Dr)

To Cash (Cr)

- **Cash withdrawal**

entry:

Cash A/c (Dr)

To Bank A/c (Cr)

- **Bank entry for cheque Issued or given to a supplier**

entry:

Supplier A/c (Dr)

To Bank A/c (Cr)

- **Payments**

entry:

Dr the Expenses

Cr the Bank

- **Receipt**

entry:

Dr the Bank

Cr the Party

HOW TO CREATE A COMPANY

Every company is created in tally for accounting purpose. Each and every company is created with their name, mailing name, address, financial year, currency symbol. The company details can be secured by the tally vault password.

To open Tally Software Double click on tally icon from your desktop
..... Select Create Company from the Company Info. Menu using up and
down arrow key and press Enter Key..... select the path using Alt+D
..... enter all the details of the company that you been asked for.....
Enter to accept and save the details.

Primary Mailing Details

Name: C:\Users\Public\Tally ERP9 Data
 Financial year begins from: 1-4-2018
 Books beginning from: 1-4-2018

Security Control

TallyVault password (if any):
 Repeat password:
 (When forgetting TallyVault password, enter your date (reasonable))
 Use security control: ? No
 (Enable security to meet TSS features)

Base Currency Information

Base currency symbol: ₹
 Formal name: INR
 Suffix symbol to amount: ? No
 Add space between amount and symbol? Yes
 Show amount in millions: ? No

Number of decimal places: 2
 Word representing amount after decimal: paise
 No. of decimal places to amount in words: 2

Company Info.

Select Company:
 Login as Remote User:
 Create Company:
 Backup:
 Restore:
 Quit

SPLIT COMPANY

You can split the company data at the end of the current financial year or at the beginning of the next financial year when the data size becomes huge.

Go to Gateway of Tally > F3: Comp Info. > Split Company Data > Select Company Select the required company from the List of Companies Enter the required date in the Split from field..... Press Enter to split the company data.

Gateway of Tally
Company Info.

Select Company
 SHut Company

Create Company
 Create Group Company

Alter

Change TallyVault

Split Company Data
 Backup
 Restore

Quit

Wisdom Media
Split Company Data

Name : **Wisdom Media**

Split from : **1-Apr-2016**
 (this date will become the Financial Year Beginning for the new company)
 (valid values: 2-Apr-2015 to 1-Apr-2017 : Recommended is 1-Apr-2016)

These new companies will be created and opened

First Company : **Wisdom Media - (From 1-Apr-2015)**

Second Company : **Wisdom Media - (From 1-Apr-2016)**

ENTERIES OF SALE IN GST

- **Local purchase**

Bill: A Ltd

plastic	10000
CGST 9%	9000
SGST 9%	9000

Entry

Purchase local purchase A/c Dr 10000

Input CGST 9% Dr 9000

Input SGST 9% Dr 9000

To A Ltd 118000

- **Detail of central purchase**

Bill: A Ltd

plastic	100000
IGST 18%	18000
total	118000

Entry

Purchase Plastic A/C Dr 100000

Input IGST Dr 18000

To A Ltd 118000


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- **Local sales**

Bill: X Ltd

plastic	160000
CGST 9%	14400
SGST 9%	14400
Total	188800

Entry

X Ltd	Dr	188800
To sales plastic		160000
To output CGST 9%		14400
To output SGST 9%		14400

- **Central Sales**

Bill X Ltd

Plastic	160000
IGST 18%	28800
Total	188800

Entry

X Ltd	Dr	188800
To Sales Plastic		160000
To Output IGST		28800

Purchase Local

Purchase Local 5% → Purchase Account
 Input SGST 2.5% → Duties & Taxes
 Input CGST 2.5% → Duties & Taxes
 To Party → Sundry Creditors

Sale Local

Party → Sundry Debtors
 To Sale Local 5% → Sales Account
 Output SGST 2.5% → Duties & Taxes
 Output CGST 2.5% → Duties & Taxes

Purchase Central

Purchase Central 5% → Purchase Account
 Input IGST 5% → Duties & Taxes
 To Party → Sundry Creditors

Sale Central

Party → Sundry Debtors
 To Sale Central 5% → Sales Account
 To Output IGST 5% → Duties & Taxes

Goods and Service tax (GST)

Goods and Services Tax (GST) is an indirect tax (or consumption tax) used in India on the supply of goods and services. Goods and services are divided into five different tax slabs for collection of tax - 0%, 5%, 12%, 18% and 28%. From July 1, 2017, GST came up as single taxation system in India and replaced all the indirect taxes in the country. Some of the indirect taxes that were abolished were Central Excise Duty, VAT, Entry Tax and Octroi.

Different forms of GST collected by the government are:

State GST (SGST): It is collected by State Government.

Central GST (CGST): It is collected by Central Government.

Integrated GST (IGST): It is collected by Central Government for inter-state transactions and imports.

Union Territory GST (UTGST): It is collected by Union Territory Government.

simple formula:

- $\text{GST Amount} = (\text{Original Cost} \times \text{GST Rate Percentage}) / 100$
- $\text{Net Price} = \text{Original Cost} + \text{GST Amount}$

Example

If a goods or services is sold at Rs. 1,000 and the GST rate applicable is 18%, Then the net price calculated will be = $1.000 + (1.000 \times (18/100)) = 1.000 + 180$

LEARNING OUTCOMES

- Knowledge about accounting works in tally, how to use tally software.
 - Creation of ledger and posting entries of bank statement in tally.
 - Making entries of purchases and sales bill.
 - Splitting company data and creating company.
 - Posting of opening balance in tally.
- Improve communication skills, communicating with professionals.
- Integrate theory and practice and developing work habits, learn things apart and more than theoretical knowledge.
- Getting practical experience in a real life, assess interests and abilities in this field.
- Improvement of my time management, team work, etc.
- Adapting quickly to changing environments, get exposure to do a work in an organisation and also came to know about organisational behaviour ethical rules and regulations.
- Plan for future and how to adjust in an organisation.

I met quite a few amazing people who were very warm and caring towards me and also very willing to share their knowledge and expertise. During the internship I really felt like it became my second home and I am very grateful to them for it.

CONCLUSION

On the whole, this internship was a useful experience. I have gained new knowledge, skills and met many new people. I achieved several of my learning goals, however for some the conditions did not permit. I got insight into professional practice.

The internship was also good to find out what my strengths and weaknesses are. This helped me to define what skills and knowledge I have to improve in the coming time. It would be better that the knowledge level of the language is sufficient to contribute fully.

This internship has been an excellent and rewarding experience.

Two main things that I've learned is the importance of time-management skills and self-motivation.

At last this internship has given me new insights and motivation to pursue a career in accountancy.


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