

ORGANISATIONAL STUDY AT JRS & CO, KOLLAM

INTERNSHIP REPORT

*Submitted to the University of Kerala in partial fulfillment of the requirement for
the Award of the Degree of*

FYUGP COMMERCE - FINANCE

Course Code: UK4INTCOM200

Submitted by

Anagha S : 384164412791

Under the Supervision of

Mr Tony Francis

HOD, Assistant Professor



**DEPARTMENT OF COMMERCE
DON BOSCO COLLEGE, KOTTIYAM**



2024 - 2028



DON BOSCO COLLEGE, KOTTIYAM
(Affiliated to the University of Kerala)

CERTIFICATE

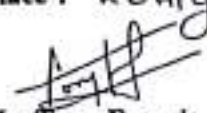
This is to certify that Ms., ANAGHA S of FYUGP Commerce – Finance Semester IV, Don Bosco College, Kottiyam, has successfully completed an Internship Programme at JRS & CO, KOLLAM during the Summer Vacation, from 8 April 2026 to 25 April 2026.

During the internship period, the student gained practical exposure to the functioning of the organisation and had the opportunity to apply and enhance the knowledge and skills acquired through the academic programme.

The student has successfully completed the internship as part of the academic requirements of the FYUGP Commerce – Finance

Date : 03/07/2026

Place : Kottiyam


Mr. Tony Francis

Internship Supervisor/Mentor

Assistant Professor


Mr. Tony Francis

Head of the Department

Mr TONY FRANCIS
HOD ASSISTANT PROFESSOR
DEPARTMENT OF COMMERCE
DON BOSCO COLLEGE, KOTTIYAM





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CHARTERED ACCOUNTANTS

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CERTIFICATE OF INTERNSHIP COMPLETION

This is to certify that **Ms. ANAGHA. S**, student of **Don Bosco College, Kottiyam** pursuing semester IV of **B.Com Finance** has successfully completed 15 days internship with us (from 08/04/2026 to 25/04/2026).

During the internship program we found her active and competent in learning and acquiring knowledge in Accounting, Auditing, GST and Income Tax.

Place: Kollam

Date: 25.04.2026



For JRS & Co.
CHARTERED ACCOUNTANTS

A. JAYAKUMAR FCA
PARTNER

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DECLARATION

I Anagha S, hereby declare that the internship report entitled "AN ORGANISATIONAL STUDY AT JRS & CO, KOLLAM" is a Bonafide record of the work carried out by me during the period from 8th April to 25th April as part of my FYUGP Commerce – Finance Programme at Don Bosco College, Kollam.

I further declare that this report has not been submitted previously, in whole or in part, for the award of any degree, diploma, or any other academic qualification in any institution.

Date : 03/09/2026

Place : Kattiyam


ANAGHA S

APAAR ID 384164412791

ACKNOWLEDGEMENT

I express my sincere gratitude to **JRS & Co, Kollam** for providing me with the opportunity to undertake this internship and gain practical exposure.

I wish to express my heartfelt thanks to **Mr. A JAYAKUMAR FCA** for the esteemed guidance and advices during internship program.

I am thankful to the management and staff of the organization for their guidance and support throughout the internship period.

I extend my sincere thanks to the Head of the Department, **Mr. Tony Francis**, Department of Commerce (finance) Don Bosco college, Kottiyam, for his guidance and encouragement in completing this report.

Finally, I thank my institution for providing me with this opportunity as part of my academic curriculum.

Anagha S

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1. INTRODUCTION

An organisational study provides an opportunity to understand the structure, functioning, management practices, and working environment of an organisation through practical exposure. As part of the academic curriculum, an internship was undertaken at **JRS & Co., Chartered Accountants**, Kollam, providing practical exposure to various accounting and financial activities carried out in a professional accounting firm.

JRS & Co. is a professional Chartered Accountancy firm engaged in providing accounting, auditing, taxation, financial, and other related professional services to individuals and business organisations. The firm functions with the support of experienced professionals and staff who work together to provide accurate, timely, and efficient services to clients. The organisation provides a professional environment for understanding accounting procedures and the responsibilities involved in financial and accounting operations.

The internship provided an opportunity to work under the guidance of senior accountants and assist in various accounting-related activities. The training included exposure to maintaining and verifying accounting records, assisting in the preparation of financial statements, checking supporting documents, recording basic accounting entries, and supporting other routine accounting and financial activities. These activities helped in developing a practical understanding of accounting procedures and their application in real business situations.

The organisational study also provided an insight into the workflow of a Chartered Accountancy firm, including employee coordination, client interaction, documentation, and professional work practices. The guidance received from senior accountants helped in understanding the importance of accuracy, confidentiality, time management, teamwork, and attention to detail in accounting operations. The organisational study presents an overview of JRS & Co., its organisational structure, functions, activities undertaken during the internship, and the knowledge and skills gained through the training experience.

2. OBJECTIVES OF THE STUDY

- To understand the organisational structure and functioning of JRS & Co., Chartered Accountants, Kollam.
- To gain practical knowledge of accounting procedures and activities through assisting senior accountants during the internship.
- To bridge the gap between theoretical knowledge and practical application and develop professional skills relevant to the accounting and finance field.

3.SCOPE OF THE STUDY

- The study was limited by the short duration of the internship and restricted access to certain confidential financial and client-related information of JRS & Co., Chartered Accountants, Kollam.

4. INDUSTRY PROFILE

The Chartered Accountancy and professional accounting services industry plays an important role in the financial and business environment of India. Chartered Accountants provide professional services such as accounting, auditing, taxation, financial reporting, compliance, consultancy, and financial advisory services. These services help organisations maintain accurate financial records, comply with legal and regulatory requirements, and make informed financial decisions.

The accounting and auditing sector serves a wide range of clients, including individuals, partnership firms, companies, startups, non-profit organisations, and other business entities. Accounting services involve the systematic recording, classification, summarisation, and reporting of financial transactions. Auditing involves the examination and verification of financial records to ensure their accuracy, reliability, and compliance with applicable accounting standards and regulations.

Taxation is another major area within the industry. Chartered Accountancy firms assist clients with tax computation, preparation and filing of returns, tax planning, and compliance with various direct and indirect tax requirements. With changes in taxation laws and increasing regulatory requirements, professional assistance has become important for businesses to ensure timely and accurate compliance.

The industry has also undergone significant technological changes. Accounting firms increasingly use accounting software, digital documentation, cloud-based systems, data analytics, and automated processes to improve efficiency and accuracy. Digitalisation has reduced manual work and enabled faster preparation, storage, and retrieval of financial information. At the same time, professionals are required to continuously update their technical knowledge to adapt to changing technologies and regulations.

The Institute of Chartered Accountants of India (ICAI) plays a significant role in regulating and developing the Chartered Accountancy profession in India. It establishes professional standards, provides education and training, and promotes ethical practices among Chartered Accountants.

The industry faces challenges such as frequent changes in laws and regulations, increasing compliance requirements, data security concerns, technological advancements, and growing competition among professional firms. However, the continuous growth of businesses and increasing demand for reliable financial information create significant opportunities for accounting and professional advisory services.

Overall, the Chartered Accountancy industry is an essential part of the Indian financial system. It contributes to financial transparency, regulatory compliance, business decision-making, and economic development, making professional accounting services important for organisations of all sizes.

5. COMPANY PROFILE

JRS & Co., Chartered Accountants is a professional accounting and auditing firm established in May 1998 as a partnership firm by Mr. A. Jayakumar, FCA and Mr. Rajesh Ramachandran, FCA. Over the years, the firm has developed into a professional organisation providing accounting, auditing, taxation, advisory, and other financial services to a diverse range of clients. The firm has nine partners and is supported by qualified Chartered Accountants, CA finalists, articled clerks, audit staff, and other supporting personnel.

The firm has offices in Kochi, Kollam, Trivandrum, Palakkad, and Bengaluru, with an associate presence in Dubai. The Kollam office is located at Bhaumika, near District Industries Centre, Asramam, Kollam. Organisation follows a client-oriented approach and focuses on providing practical solutions, professional advice, and reliable financial services. JRS & Co. Has more than 25 years of professional experience in the field.

➤ **Major services provided JRS & Co. include:**

- **Audit, Assurance and Advisory Services** – Statutory audits, internal audits, audit-related services, and professional financial advisory.
- **Taxation Services** – Income tax-related services, corporate taxation, international taxation, tax compliance, and tax advisory.
- **Accounting Services** – Maintenance and preparation of accounting records, financial statements, and related financial documentation.
- **Management Audit and Consulting** – Management audits, business consulting, business restructuring, and management information system-related services.
- **Business Valuation and Due Diligence** – Business valuation, due diligence studies, and professional assistance in business-related financial decisions.
- **NRI Assistance** – Financial and taxation-related services and assistance for Non-Resident Indians.

- **Corporate and International Taxation** – Professional support relating to corporate tax matters and international taxation requirements.

The firm's service divisions include Business Assurance Practice (Audit), Corporate Taxation, International Taxation, Management Audits, and Consulting.

JRS & Co. Provides a broad range of professional financial services with emphasis on quality, integrity, accuracy, professional ethics, and client satisfaction. The firm's long-standing presence in the industry and diverse service portfolio make it a suitable professional environment for gaining practical exposure to accounting, auditing, taxation, and financial management.

6. STRATEGIC INTENT

The strategic intent of JRS & Co., Chartered Accountants focuses on delivering high-quality professional accounting and financial services while maintaining strong standards of integrity, ethics, and client satisfaction. The firm follows a client-centric and practical approach to address diverse business requirements.

Vision

The vision of JRS & Co. is to provide the highest level of professional accounting and financial-related services while maintaining quality, integrity, and value in areas such as auditing, taxation, and business consulting. The firm also aims to uphold high standards of business ethics and continuously strive for excellence.

Mission

The firm's mission can be reflected through its commitment to providing simple, practical, innovative, and resourceful solutions to clients. It focuses on understanding client requirements, delivering reliable professional services, maintaining ethical standards, and helping clients achieve sustainable business results.

Certifications and Professional Standards

Strategic Focus:

Quality service, professional integrity, client satisfaction, ethical practices, practical solutions, and continuous improvement.

7. SERVICE PROFILE

JRS & Co., Chartered Accountants, provides a wide range of professional services covering audit, assurance, taxation, accounting, advisory, corporate finance, and business support. The firm follows a client-oriented approach and provides practical and knowledge-based solutions to meet different business requirements.

1. Audit and Assurance Services

The firm provides various audit and assurance services to examine financial records and ensure compliance with applicable laws, regulations, and accounting practices. Services include financial statement audits, statutory audits, concurrent audits, internal audits, information system audits, and system audits. The firm also provides advice on internal controls, financial management, and accounting policies.

2. Taxation Services

JRS & Co. provides assistance in both direct and indirect taxation. Its services include income tax planning for residents and NRIs, corporate and non-corporate taxation, and advice on direct tax regulations. The firm also assists clients with GST registration, return filing, assessments, revisions, petitions, appeals, and other GST-related compliance requirements.

3. Accounting Outsourcing Services

The firm provides accounting support to businesses by assisting with the day-to-day recording of financial transactions and preparation of accounting records. It also prepares Management Information System (MIS) reports and executive summaries. Remote accounting services using platforms such as QuickBooks and Xero are also offered.

4. Advisory and Consulting Services

JRS & Co. provides business advisory services to assist clients in planning and managing their business activities. These include project consultancy, preparation of project reports, development of business policies and procedures, project funding support, and creation of Special Purpose Vehicles (SPVs) and Joint Ventures.

5. Payroll Services

Payroll services include preparation of monthly payroll data, employee e-payslips, bank statements, income tax deductions, and other statutory deductions. These services help organisations maintain systematic and compliant payroll processes.

6. Corporate Secretarial Services

The firm assists companies with corporate secretarial requirements, including preparation of Board Meeting minutes, liaison with the Registrar of Companies (RoC), corporate governance support, and conversion of accounts into XBRL format.

7. Corporate Finance Services

JRS & Co. assists businesses in obtaining short-term and long-term finance from banks and other financial sources. The firm also provides assistance in arranging funding through Private Equity (PE) placements and Venture Capital Funds (VCF).

8. Due Diligence Services

Due diligence services involve the examination of financial and business information, particularly in connection with mergers and acquisitions. The firm evaluates potential risks and provides advice regarding appropriate practices and business decisions.

9. ERP Implementation Services

The firm provides support for Enterprise Resource Planning (ERP) implementation, using its experience across different industry sectors and working with resource partners to help organisations improve their business processes and systems.

10. NRI Assistance

JRS & Co. also provides professional assistance to Non-Resident Indians (NRIs), particularly in areas related to taxation and financial compliance.

The diverse service portfolio of JRS & Co. enables it to provide comprehensive professional support to individuals and organisations across accounting, auditing, taxation, finance, compliance, and business advisory requirements.

8.LIMITATIONS OF THE INTERNSHIP

The study was subject to certain limitations due to the nature and duration of the internship. The major limitations are as follows:

1. **Limited Duration:** The internship was conducted for a period of only **15 days**, which restricted the scope for gaining detailed knowledge about all the departments, functions, and activities of the organisation.
2. **Confidential Financial Information:** Major financial matters, including detailed financial statements, client accounts, and sensitive financial data, could not be disclosed due to the confidential nature of the information.
3. **Privacy and Confidentiality:** Access to several client-related documents, records, and organisational information was restricted due to **privacy and confidentiality policies** followed by the firm.
4. **Restricted Observation:** Some important organisational decisions and professional discussions could not be observed because they involved confidential client and business matters.
5. **Limited Scope of Data Collection:** The study mainly depended on the information and activities accessible during the internship period. Therefore, the findings may not represent every aspect of the organisation's operations.

Overall, these limitations restricted to some areas of the study, although the internship provided valuable practical exposure to the functioning of a Chartered Accountancy firm.

9. FINDINGS AND SUGGESTIONS

Findings

- The firm maintains a professional and disciplined working environment.
- Senior accountants provide proper guidance and support to interns and junior staff.
- The organisation provides practical exposure to accounting, GST, auditing, and financial statement preparation.
- The number of computer systems available for accounting and other office activities was limited, which sometimes affected the smooth flow of work.
- The available workspace was comparatively congested, making it difficult to work comfortably during busy periods.
- Limited systems and workspace can result in delays when multiple employees need to access the systems simultaneously.

Suggestions

- Additional computer systems may be provided to ensure smooth and uninterrupted accounting work.
- The workspace can be expanded or reorganised to provide a more comfortable and efficient working environment.
- Better allocation of systems and workspace can help improve employee productivity and reduce work delays.

10. CONCLUSION

The organisational study at JRS & Co., Chartered Accountants, Kollam provided valuable practical exposure to the functioning of a professional Chartered Accountancy firm. The internship helped bridge the gap between theoretical knowledge and its practical application in the accounting and finance field.

During the internship, practical experience was gained in the preparation of financial statements, along with a basic understanding of Goods and Services Tax (GST) and auditing procedures. Practical exposure to Tally accounting software also helped in understanding the recording and processing of financial transactions in a real working environment.

The guidance and support received from senior accountants provided an understanding of professional accounting practices, accuracy in financial records, documentation, and workplace discipline. Overall, the 15-day internship was a valuable learning experience that enhanced accounting knowledge, practical skills, and awareness of the professional responsibilities of an accountant.

11. BIBLIOGRAPHY

Reference:

JRS & Co., Chartered Accountants – Official website and information obtained during the internship.

JRS & Co – Audit & Tax Professional Services

12. WORK DIARY

Day	Activity	Process observed & document handled	Learning (to be stated in terms of experience and competencies)
1	Finance Department	Department workflow and accounting records	Understanding of accounting procedures
2	Bank Vouching & Financial Statement	Bank statements, vouchers and financial records	Verification and accuracy skills
3	GST & Filing	GST calculation, invoices and GST records	Basic GST compliance skills
4	Tally Prime	Purchase, sales, receipt and payment entries	Practical Tally Prime skills
5	Net Worth Certificate	Asset, liability and supporting documents	Document verification skills
6	Vouching of sales	Cash book, receipts and payment vouchers	Accuracy and checking skills
7	Purchase bill vouching	Purchase bills and accounting records	Basic auditing and vouching skills
8	Purchase bill vouching	Invoices and supporting documents	Transaction verification skills

9	Purchase bill vouching	Purchase details and accounting entries	Attention-to-detail skills
10	Financial Statements Ramees Restaurant	Accounting records and financial statements	Financial reporting experience
11	Financial Statements	Financial figures, ledgers and statements	Accounting and analytical skills
12	Income Tax	Tax calculation and tax slabs	Basic tax computation skills
13	Auditing	Ledgers, vouchers, invoices and records	Basic auditing experience
14	Tally & Ledger Verification	Tally entries and ledger accounts	Accounting software skills
15	Review of activities	Review of internship work and accounting procedures	Consolidated accounting and professional skills

Signature of the student

: *Anagha*

Date : 03/07/2026

Signature of the faculty

: *[Signature]*

Date : 03/07/2026

Head of the Department

: *[Signature]*

Date : 03/09/2026



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