# SKYLARK FOUNDATION'S ARTS,COMMERCE & SCINCE COLLEGE, KHED-SHIVAPUR

DEPARTMENT OF COMMERCE
INTERSHIP PROGRAM
(2023-2024)
THIRD YEAR B.COM.
(SEMESTER – VI)
UNDER CHOICE BASED CREDIT SYSTEM
(DURATUION 60 HOURS)
SUBJECT: - BANKING & FINANCE

# SKYLARK FOUNDATION'S ARTS,COMMERCE & SCINCE COLLEGE, KHED-SHIVAPUR

### TYBCOM-2019 CREDIT PATTERN SEM – VI INTERNSHIP REPORT

STUDENT NAME -: CHAUGULE SHRADDHA VISHWAMBHAR

**SEAT NO-: 50738** 

**SUBJET-: BANKING AND FINANCE** 

SUB.TEACHER -: Prof . Kajal Madam

NAME OF THE FIRM -: M/S AVINASHA ASSOCIATES (CA FIRM)

Name -: Shraddha Vishwambhar Chaugule

Roll No -: 05

Guided -: prof kajal Madam

CAFirm -: M/S Avinash Associates

Chartered Accountant

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# INDRODUCTION OF THE ORGANIZATION

**NAME** -: M/S AVINASH ASSOCIATES

CHARTERED ACCOUNTANT

**ADDRESS** -: VIKASNAGAR ,DEHU-ROAD ,

KIWALE, PUNE.

MAHARASHTRA,412101.

**CONTACT NO** -: 770925663

EMAIL ID -: caavinash2007@gamil.com

# FIRM DETAILS

NAME -: M/S AVINASH ASSOCIATES
CHARTERED ACCOUNTANT

ADDRESS -: VIKASNAGAR ,DEHU-ROAD , KIWALE , PUNE. MAHARASHTRA,412101.

ESTABLISHMENT -: 2016

CONTACT NO -: 770925663

# AREA OF INTERNSHIP

CORE AREA -: BANKING & FINANCE

SPECIAL AREA -: ACCOUNTING

## **ALLOCATION OF 60 HOURS**

- ❖STRAT DATE -: 1 March 2024
- **❖**WORKING HOURS -:60
- ❖END DATE -:31st March 2024

# LIST OF THE OFFICERS AND THE STAFF MEMBERS

SR.N O	NAME OF OFFICER/STAFF	DESIGNATION	MOBILE NO
1	CA .Mr. Avinash Suresh Gaikwad	Owner	9766753287
2	Miss. Mona Avinash Gaikwad	HR Manager	8983612558
3	Mr. Ganesh Ingale	Sr. Account Executive	9970786689
4	Mr.Sandeep Phasge	Trainee in Account & Finance	976364317
5	Miss.Rubina Shaikh	Trainee	7385805060
6	Mr. Riyaz Shaikh	Trainee	9359441240

### LIST OF CONTENT LEARN

- ☐ Tally ERP 9
- □Excel work
- ☐GST Concepts
- ☐Paper Feeling Work
- ☐Account Types
- ☐ Balance sheet Work

# WORK PROFILE

Work profile assigned during the Internship program

- All Accounting
- Payment Entry
- Receipt Entry
- Sales Bills Accounting
- Purchase Bills Accounting

## PRE ACQUIRED SOFT SKILLS

Soft skills are acquired before joining internship this may be Helpful for internship program .

- Social etiquettes & manners
- ➤ Mobile manners
- > Effective communication
- ➤ Listening skills
- ➤ Reporting skills
- ➤ Group discussion skills
- > Official communications
- interview skills etc.....
- ➤ Client discussion etc......

With these skills computer skills are possessed.

# **ACTUAL WORK PERFORMED**

- ❖ Bank accounting in tally software
- Sales bills accounting in tally software
- Purchase bills accounting in tally software
- Ledger creation in tally
- ❖ Sales bill working in Excel sheet
- Purchase bills working in Excel sheet
- Client data update in worksheet
- Client collate documents and information

# LIST OF SKILLS LEARNT

- □ LEDGER CREATION IN TALLY
- □BANK ENTRY IN TALLY
- □SALES BILL ENTRY IN TALLY
- □PURCHASE BILL ENTRY IN TALLY
- □EXCEL WORKING
- □GST DOCUMENT PERPRETION
- ☐TALLY ERP OPERATING

# PRIMARY DISCUSSION WITH ANY OFFICER/AUTHORITY OF ORGANISATION

- Area Of Work
- > Job Description
- **▶** Duration
- **≻**Timing
- ➤ Nature of Work
- ➤ Job Profile Etc.

### **OBJECTIVE OF THE INTERNSHIP PROGRAM**

- To receive valuable work experience.
- To explore career path.
- To learn various skills that required to corporate
- To make place in job market.
- To earn credits as per the university guideline
- To understand the responsibility, accountability

# SKILL THAT IS PLANNING TO ACQUIRE DURING INTERNSHIP PROGRAMME

List of the skills that is planning to acquire during internship.

Regulation / punctuality of me soft skills

Inclination to learn new things

Abiuty to put theory into practice

Abiuty to take initiative for problem solving.

# PRIMARY DISCUSSION WITH ANY OFFICER/ AUTHORITY OF ORGANISATION

- >Area of work
- ► Job description
- **▶** Duration
- **▶**Timing
- ➤ Nature of work
- ► Job profile etc....

# PROBLEMS FACED WHILE PERFORMING THE ASSIGNED TASK

- Unknown about the concept
- Computer operating
- Computer typing
- Spelling mistake
- Communication
- Calculation
- Excel working

### LIST OF CONTENT LEARNT

- □ LEDGER CREATION IN TALLY
- □BANK ENTRY IN TALLY
- □SALES BILL ENTRY IN TALLY
- □PURCHASE BILL ENTRY IN TALLY
- □EXCEL WORKING
- □GST DOCUMENT PERPRETION
- ☐TALLY ERP OPERATING

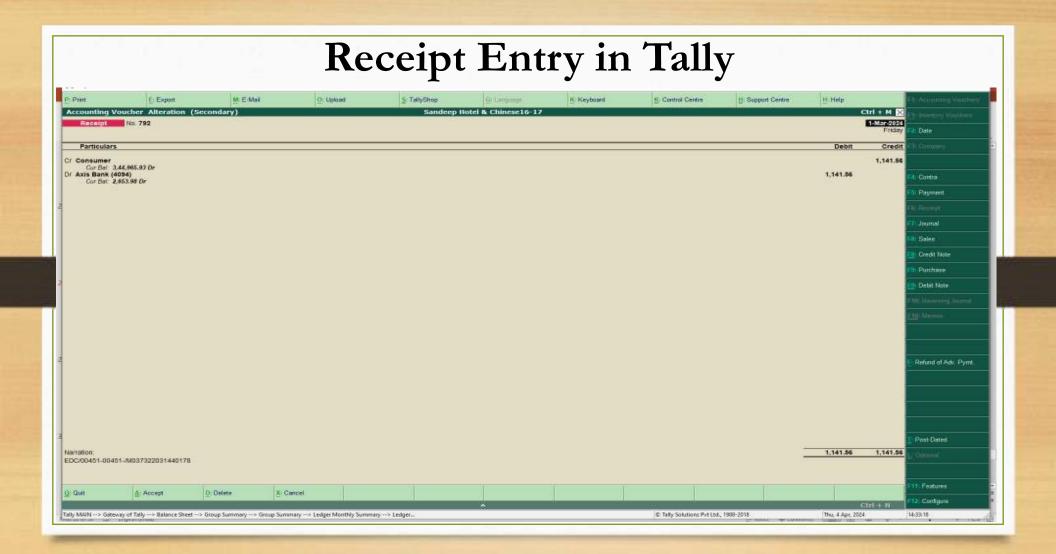
# PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

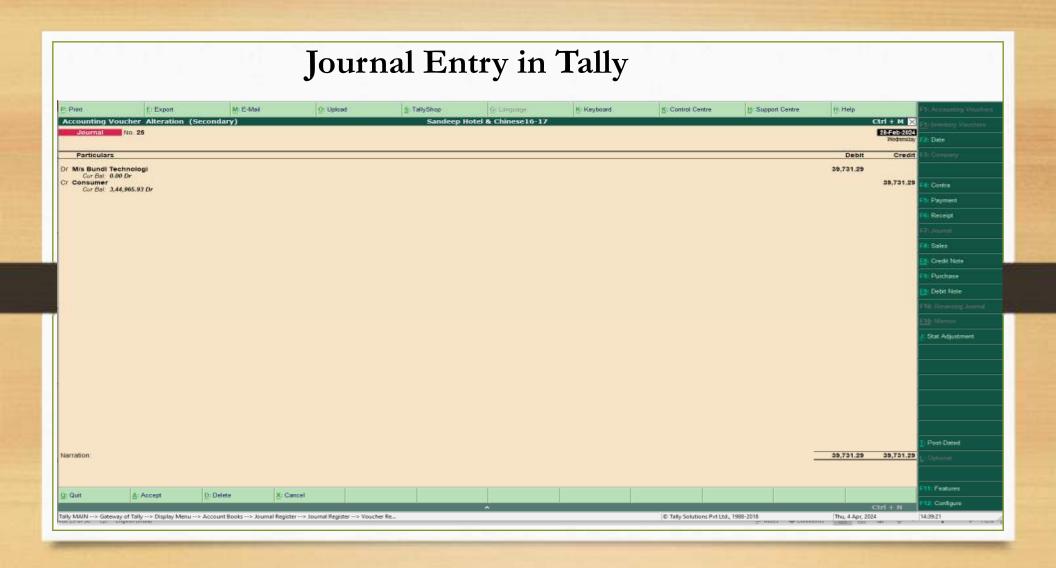
The internship program me will provide valuable Work experience.

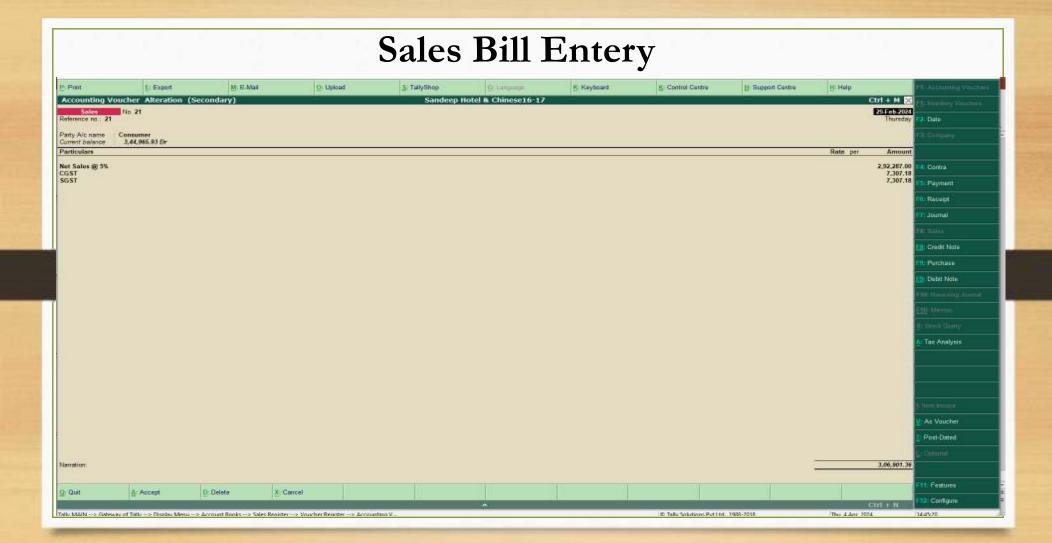
It will help to explore a career path and Develop and refine skills that will Eventually give an edge in the Job market.



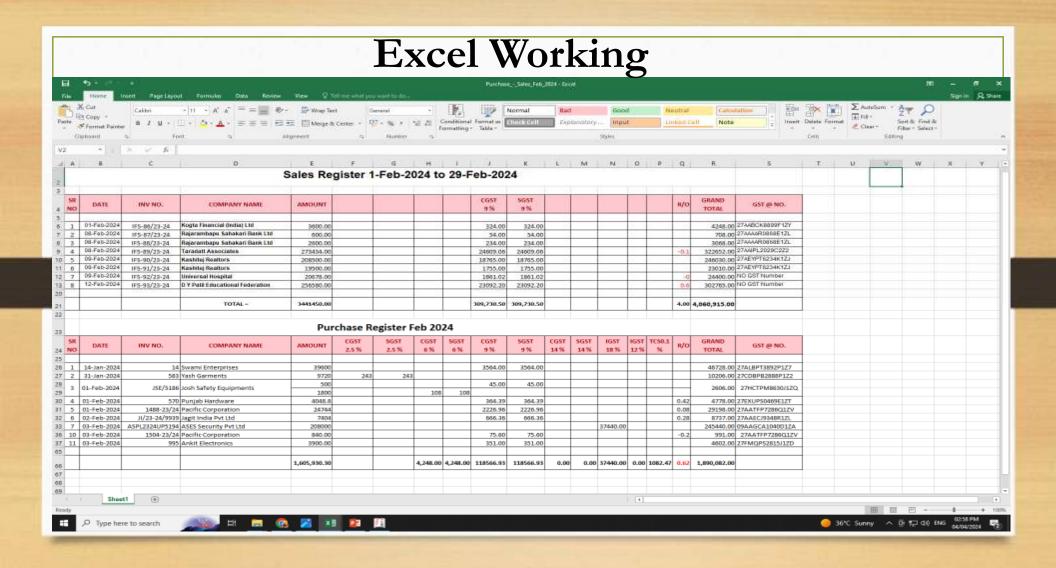












#### UNDERTAKING FROM STUDENT

- 1. Name of the Students Shraddha Vishwambhat Chaugule
- 2. Class: T.V.B.Com.
- 3. Division and Roll Number: 6 15
- 4. Present address: Ahistopur woods Kheel-Shi wagur
- 5. Permanent address:
- 6. Contact Number: \$80 503.3640
- 7. Contact Number (Parent): 301102, 5921
- 1. Email 10: Shouldhachaugule 311572@ gmail com

To.

The Principal,

Arts, Science and Commerce College Khedshivapur

Subject: Undertaking ...

Respected Madam / Sir,

I am studying in semester V & VI of T.Y.B.Com. I am going to join AMADOSE.

PASSAS INDEX. (Name of the organisation) for my sixty hours internship

programme during Limited And Charles 2 = 2 4

I assure that I will follow all the rules and instruction issued by the internship providing organisation, I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

Date: 3/5/2024

Yours obediently.

A changele Signature of parent)

(Name & Signature of the student)

#### UNDERTAKING FROM STUDENT

To,
The Branch Manager/Manager (HR),
Gaves So. Translet
October Record (Place)

Subject: Undertaking ....

Respected Madam / Sir.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience. Thank you.

Yours sincerely,

(Name & signature of the student)

Place Date: See ale

### FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Sir/Madam,

Please provide your valuable feedback about the performance of the atudent on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator - Internship Programme

#### Interuship Programme Feedback Form

Sr. No.	Particulars	Details
1	Name of the Supervisor / Officer	Califor Public States
2	Department	December
3	Designation	Becountant Aux
4	Name of the Student	Shapelless chatethale
3	Name of the College	
6	Roll Number	
7	Special Subject	

### Part - A - Individual Ranking (Please tick the suitable checkbox)

Sr. No.	Parameter for Feedback	Excellent	Very Good	Good	Satisfactory	Needs Improve ment
1.1	Domain Knowledge		-			
2	Communication Skills			1		
3	Punctuality & Dedication		1	* 6		
	Ability to work in teams	-		2		
5	Problem solving skitls		1100			
6	Quality of work done			1		
7	Effectiveness		1			
.0	Efficiency		100			
9	Ability to take Initiative			-		
10	Positive Attitude		1			
11	Appearance		1	1		

	Using full potential at	- V					
1.3	Work hobits	-	-				
	Honest & Integrity		-				
	Creativity	1					
Part	C - Suggestion to make ti						
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Company / Organization round scal

### STUDENT FEEDBACK FORM

1. Name of the Student : Shrudelka Vishwambha & Chautyale 2. Class : T.Y. O com
3. Roll Number : Nicol - Shrudelka Vishwambha & Chautyale 2. Shrudelka Vishwambha & Chautyale

Please provide your rating about following aspect pertaining to your internably Experience on the scale of 10; where 10 means strongly agree 0 means do not agree

Sr No.	Parameter	Response
1	The pre - internship training provided by the college was very useful.	10
2	I was properly introduced to the task assigned to me in the Organization.	10
28	I was given proper guidance to carry out my responsibility.	1.6
4	My supervisor / officer was very cooperative and supportive.	10
8	I found my task interesting and worth learning.	1.49
6	My supervisor / officer addressed to my queries / doubts quickly.	10
7	I received due respect from my colleagues in the organization.	10
	The contents of the syllabus match with the practical work.	1.0
19	The knowledge that I gained in the college was useful carry out internship programme in a satisfactory manner.	10
10	The Internship Programme is very useful to enrich my knowledge.	10

Please give your suggestions to make the internship programme more productive and

Name of the Stratege:	Shraddha Vichwarmhan Chamade
Name of the College:	DRY'S Commerce and Science calling Khird Shipping
Division & Roll No. :	
Adress:	Khrd - Shoutepur
Contact No.:	200 50 3 36 ha
Email ID.:	Small brokensule 211577 ( amil. Cam "
Special Subject:	A Finance
Internship Strat Date:	Ch Canh
Internship End Date:	24.1

# LOG SHEET OF WORK PERFORMED DUBING INTERNSHIP

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by . B. Ph

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CA AVINASH GAIKWAD

#### M/s Avinash Associates Chartered Accountants



Berry No. 48, Opp. MusicajiBangkov, ViboringerDeborkel , Pune 412191 Box. Flat No. 101, Not Capital Survey No.48/12 (DungerWook , Opp. Sontgorn Fracts Viboringer , Kirosk , Deborond

Pass E-mail: psysteri2881/agmail.com Off: 191-3, 7709254663

TO, THE PRINCIPAL ARTS, COMMERCE & SCIENCE COLLEGE KHED-SHIVAPURE

SUBJECT -: INTERNSHIP COMPLETION CERTIFICATE .....

DEAR STR/MADAM.

I am happy to inform you that following student of your college have successfully completed the Sixty Bours Internatisp programmer in N/S Avinash Associates in Dehu -Road, in this firm.

Sr No.	NAME OF THE STUDENT	NO.	AADHAR NO	SPECIAL SUBJECT
1.	CHAUGULE SHRADDHA VISHWAMBHAR	05	302763661300	BANKING & FINANCE

THESE STUDENT HAVE BEEN PROVIDED WITH ADEQATE EXPOSURE AND NECESSARY HANDS ON TRAINING PER TRAINING TO THEIR SPECAL SUBJECT.

I AM CONFIDENT THAT THESE STUDENT WILL PERFORM EFFECTIVELY IN SIMILAR TYPE OF ORGANIZATION.

I WISH THEM EVERY SUCCESS IN FUTURE ENDEAVORS.

THANK YOU.

DATE-03/05/2024

SINCERELY.

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