



Bahujan Hitay, Bahujan Sukhay
Janta Shikshan Prasarak Mandal's

Marutraoji Ghule Patil Arts, Commerce & Science College

Ahmednagar- 414111

Web-www.mgpcollege.com, e-mail-mgpcollege@gmail.com



Online College Code No-C02430

ID No.PU/AN/ACS/111/2009

College Code No.893,

Pun.Code-CAAA017120

Ref.No. 364/21-22

Date : 12/01/2022

As per the guidelines of the Savitribai Phule Pune University Circular No. - 376/2021.Dated-15/12/2021. We have established Internship Programme Execution Cell in our College with effect from academic year -2021-22.The above mentioned cell is about Banking and Marketing-II&III subjects of T.Y.Bcom-2019Credit pattern. The details about the cell described as details follows.

Internship Programme Execution Cell

o	Name of the Member	Designation
	Hon`ble Principal Dr.A.K.Pandarkar	Chairman
2	Asst.Prof. N.N. Zinj (H.O.D.)	Secretary
3	Asst. Prof. H.S.Sayyad(Convener. Soft Skill. D.Cell)	Member
4	Asst.Prof. P.S. Sable.	Member
5	Asst. Prof. V.R. Sumbe	Member
6	Asst. Prof. S.A.Wable	Member
7	Hon`ble Shri Anil Pandit Shewale(Industrial Expert)	Member
8	Jagtap Rushikesh Sudhakar (Student)	Student Representative
9	Rakl. Bhagyashri Dilip (Student)	Student Representative

12/01/2022
Principal

Marutraoji Ghule Patil Arts,
Commerce & Science College
Ahmednagar
College Code-893

Janta Shikshan Prasarak Mandal's

**Sanutraoji Ghule Patil Art's, Commerce
& Science College, Ahmednagar**

**T.Y.B.Com - 2019 Credit Pattern
Sem - VI**

INTERNSHIP REPORT

SUBJECT : BANKING & FINANCE II & III

SUBMITTED BY

Wagh Ajay Vilas

Exam Seat No : ✓

UNDER THE GUIDANCE OF

Asst. Prof. V.R. Sumbe

Name of Internship Provided By Organization

H. M. Kale & Associates

YEAR 2021-22

Janta Shikshan Prasarak Mandal's

**Marutraoji Ghule Patil Art's, Commerce
& Science College, Ahmednagar**

CERTIFICATE

Department of Commerce

Date: 25/5/2022

This Certified that

Mr./Mrs./Miss Wagh Ajay Vilas

T.Y.B.Com has completed the practical course
(internship programme) in commerce during year
2021-22 as per university syllabus.

Seat no of student _____

✓
Head of Department

Shubde
Internal Examiner

External Examiner

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NAME OF ORGNISATION

H.M. Kale Associates

Patrakar Chowk, Ahmednagar

Contact No. 7350502056

Gmail. Mache.mahesh@gmail.com

List of content learns

Content Learns

- Auditing- In this firm I did help to CA Mahesh Mache with regarding to vouching, checking etc.
- Accounting- In accounting section I classified various documents according to their nature of transaction. I also help them to prepare ledger.

Allocation of 60 Hours

Date	Time From	Time To	Total Hours
18/04/2022	12.00pm	4.00pm	04
19/04/2022	12.00pm	4.00pm	04
20/04/2022	12.00pm	4.00pm	04
21/04/2022	12.00pm	4.00pm	04
22/04/2022	12.00pm	4.00pm	04
23/04/2022	12.00pm	5.00pm	05
25/04/2022	12.00pm	5.00pm	05
26/04/2022	12.00pm	5.00pm	05
27/04/2022	12.00pm	5.00pm	05
28/04/2022	12.00pm	5.00pm	05
29/04/2022	12.00pm	5.00pm	05
30/04/2022	12.00pm	5.00pm	05
02/05/2022	12.00pm	5.00pm	05
Total Hours			60

List of Officer & Members

1. H.M. Kale

2. C.A. Mahesh Mache

3. Arif G. Shaikh

Name & Designation of Officer

- **Manager : H.M. Kale**
- **Section Incharge : C.A. Mahesh Mache**
- **Supervisor : Arif G. Shaikh**

Work Profile

- Auditor
- Accountant

Work Profile

- Auditor
- Accountant

Actual Work Performed

- Bank Accounting
- Sales Accounting
- Purchase Accounting
- Bank Entries
- RTGS 1 Working
- RTGS 2B Working
- RTGS 3B Working
- RTGS Filling
- RTGS 2B Filling
- RTGS 3B Filling
- Excel Working
- Balance Sheet Working

List of Skill Learn

I Learn Working on GST as well as Learn Working of Asst. Accountant. In this organization I deals with daily sale and purchase, so I learn sale and purchase working. In this internship I also did job related to GST and learn about various types of GST i.e. GST-1, GST-2B, GST3B, GSTR1 filling. In soft skills I learn excel working and basic knowledge of Tally prime.

List of Problem Faced

- Starting from crash and all things are new so difficult for understand.
- In this firm they use advanced version of tally and other accounting software like supreme computer, so I do not have any idea about it at starting of the internship so it get hard for me.
- In excel sheet has various formulas, so it get difficult to me get understand at start.
- I also face communication problems while talking to the supervisor
- The internship firm is far away from my home so it get hard to reach to their daily office.

How The Problem Were Addressed

- Starting from crash and all things are new so difficult for understand. So supervisor help me to resolve that issue.
- In this firm they use advanced version of tally and other accounting software like supreme computer, so I do not have any idea about it at starting of the internship so it get hard for me in starting so after talk to supervisor they help me.
- In excel sheet has various formulas, so it get difficult to me get understand at start after practicing it get easy to understand the concept and formulas.
- I also face communication problems while talking to the supervisor but after few days while working in the firm it get familiar to me to talk to them.
- The internship firm is far away from my home so it get hard to reach to their daily office, so I used my bike and buses to reach.

List of Contribution Made Towards Better Functions of The Organization

In this firm for handling 1 client they need more manpower and time. After joining this firm the manpower was increased and they also reduced their time. I also contribute my 100% to their organization. I also face different types of customer while this internship and help to solve their problems with my knowledge.

List of Skill Required To Perform The Assigned Task

- Knowledge of various software(Tally Prime)
- Good Behaviour
- Communication Skill
- Team work
- Problem solving skill.
- Sincerely complete the given task.
- Accounting skill
- Negotiation skill
- Client handle skill

Opinion of the Student

This Internship programmed increase my knowledge for the industries. Under this programmed I learn how to solved organizational problems. This Internship programmed will increase my future opportunities in this sector. It also developed my soft skill like communication, personality development, software knowledge, accounting knowledge etc. While working in this internship I also get ground knowledge of the Internship.

According to my opinion the university can increase the duration of internship programmed form 60 to 100 hours, because in this 60 hours students can not practical experience of the working.



बहुजन हिताय । बहुजन सुखाय ॥
जनता शिक्षण प्रसारक मंडळाचे



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जा.क्र.६/२०२१-२२

Pun.Code-CAAA017120

अहमदनगर-414111

दिनांक : 11 / 04 / 2022

To,
The Manager (HR), C.A. Mahesh Mache
Co Ltd

Subject :- Request for inclusion of students of our college for Internship Programme...

Madam / Sir,

Savitribai Phule Pune University has introduced 'Internship Programme' for Third Year B. Com. Students in its revised syllabus.

The purpose of the internship programme is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for internship in your esteemed organisation. We would appreciate if you could provide exposure of the following business activities to these students :-

Sr.NO	Students Name	Key Contents
1]	Wagh Ajay Vilas .	Accounting , Auditing

We look forward to a mutually rewarding academic association with your organisation.

Thank you.



Internship Programme
Co-ordinator,

FOR H M KALE & ASSOCIATES

PARTNER - C.A MAHESH S. MACHE
M. NO - 143519

11/04/2022
Principal
PRINCIPAL
Marutraoji Ghule Patil Arts,
Commerce & Science College
Nagapur, Ahmednagar
College Code-893



UNDERTAKING FROM STUDENT

- 1. Name of the Student : Blagh Ajay Vilas.
- 2. Class : T.Y.B.Com.
- 3. Division and Roll Number : A-17
- 4. Present address : Balaji Nagar, Balhegaon, Ahmednagar
- 5. Permanent address : Balaji Nagar, Balhegaon, Ahmednagar
- 6. Contact Number : 9119414011
- 7. Contact Number (Parent) : 9527459108
- 8. Email ID : ajayblagh16985@gmail.com

To, The Principal, -----Morutranji Ghule Patil Arts, Commerce & Science College, -----Ahmednagar.

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in semester V & VI of T.Y.B.Com. I am going to join C.A Mahesh Mache for my sixty hours internship programme during 18/4/22 to 22/05/2022

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,
Ajay Vilas Blagh

विनायक वसंत वाघ
(Name & Signature of Parent)

Blagh
(Name & signature of the student)

STUDENT FEEDBACK FORM

1. Name of the Student : Lalagh Ajay Vilas
2. Class : T.Y.B.Com.
3. Division and Roll Number : A-17
4. Present address : Balaji Nagar, Balhegaon Ahmednagar.
5. Contact Number : 919 919 414011
6. Email ID : ajaylalagh16935@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1	The pre- internship training provided by the college was very useful	8
2	I was properly introduced to the task assigned to me in the organisation	9
3	I was given proper guidance to carry out my responsibility	6
4	My supervisor / officer was very cooperative and supportive	2
5	I found my task interesting and worth learning	7
6	My supervisor / officer addressed to my queries/ doubts quickly	5
7	I received due respect from my colleagues in the organisation	4
8	The contents of the syllabus match with the practical work	9
9	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	3
10	The Internship Programme is very useful to enrich my knowledge	7

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

1. -----
-
2. -----
-
3. -----
-

Please give your overall feedback about your experience during the internship (Not mentioned above). -----

Ajay Vilas Lalagh
Lalagh AV 02/05/2022
Signature & Name of the student with date

Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Part C – Suggestions to make the internship programme more productive and effective.

Part D – Changes required in the curriculum to improve employability of students.

✓ Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : A. Nagar

Date of Review : 02/05/2022

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

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

Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1	Name of the Supervisor/ Officer	Arif Shaikh
2	Department	Audit
3	Designation	Auditor.
4	Name of the Student	Madh Avay Vilas
5	Name of the College	Maharajji Ghule Patil College
6	Roll Number	17
7	Special Subject	Banking and Finance

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

Sr.no	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1	Domain Knowledge	<input checked="" type="checkbox"/>				
2	Communication Skills		<input checked="" type="checkbox"/>			
3	Punctuality & Dedication		<input checked="" type="checkbox"/>			
4	Ability to work in teams	<input checked="" type="checkbox"/>				
5	Problem solving skills		<input checked="" type="checkbox"/>			
6	Quality of work done	<input checked="" type="checkbox"/>				
7	Effectiveness		<input checked="" type="checkbox"/>			
8	Efficiency		<input checked="" type="checkbox"/>			
9	Ability to take Initiative	<input checked="" type="checkbox"/>				
10	Positive attitude	<input checked="" type="checkbox"/>				
11	Appearance		<input checked="" type="checkbox"/>			
12	Using full potential at work	<input checked="" type="checkbox"/>				
13	Work habits	<input checked="" type="checkbox"/>				
14	Honesty & Integrity		<input checked="" type="checkbox"/>			
15	Creativity	<input checked="" type="checkbox"/>				

INTERNSHIP COMPLETION CERTIFICATE

To, The Principal, -----

College, -----

(Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No	Name of Student	Roll No.	Aadhar No.	Special Subject
1	Wagh Ajay Vilas	17	319986347671	Banking
2				
3				
4				
5				
6				
7				
8				

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavours.

Thank You

Sincerely,



FOR H M KALE & ASSOCIATES

PARTNER / CA MAHESH S. MACHE

M. NO. 143518
Name & Signature

(Authorised Signatory)

1. Name of the Student : Ajay Vilas Wagh
 2. Name of the College : Marutraoji Ghule Patil Arts, Commerce & Science College,
 Ahmednagar
 3. Division and Roll Number : A-17
 4. Address : Balaji Nagar, Balhegaon, Ahmednagar.
 5. Contact Number : 9119414011
 6. Email ID : ajaywagh16985@gmail.com
 7. Special Subject : Banking And Finance
 8. Internship start date : 18/04/2022
 9. Internship end date : 02/05/2022

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time From	Time To	Total Hours	Details of work done	Signature of officer	Signature of student
18/4/22	12:00pm	4:00	4	Bank Accounting	Shauk	Wagh AV
19/4/22	12:00pm	4:00	4	Sales Accounting	Shauk	Wagh AV
20/4/22	12:00pm	4:00	4	Purchases Accounting	Shauk	Wagh AV
21/4/22	12:00pm	4:00	4	Bank Entries	Shauk	Wagh AV
22/4/22	12:00pm	4:00	4	GSTR-1 Working	Shauk	Wagh AV
23/4/22	12:00pm	05:00	5	GSTR-2B Working	Shauk	Wagh AV
25/4/22	12:00pm	05:00	5	GSTR-3B Working	Shauk	Wagh AV
26/4/22	12:00pm	05:00	5	GSTR-1 Filing	Shauk	Wagh AV
27/4/22	12:00pm	05:00	5	GSTR-2B Filing	Shauk	Wagh AV
28/4/22	12:00pm	05:00	5	GSTR-3B Filing	Shauk	Wagh AV
29/4/22	12:00pm	05:00	5	Excel Working	Shauk	Wagh AV
30/4/22	12:00pm	05:00	5	Balance sheet Preparation	Shauk	Wagh AV
2/5/22	12:00pm	05:00	5	ITR Preparation	Shauk	Wagh AV
Total Hours			60		Shauk	Shauk

Certified that Wagh Ajay Vilas (Name of the student) has satisfactorily completed the internship programme assigned to him.

Name & Signature of supervisor

Date :

Name & signature of manager
 Arif G. Shaikh

FOR H M KALE & ASSOCIATES

PARTNER : C A MAHESH S. MACHE
 M. NO. 1258
 Name & signature of

section in charge

