



JNAN VIKAS MANDAL'S

Mohanlal Raichand Mehta College of Commerce

Diwali Maa College of Science

Amritlal Raichand Mehta College of Arts

Dr. R.T. Doshi College of Computer Science

NAAC Re-Accredited Grade 'A+' (CGPA : 3.31) (3rd Cycle)

Internship Report

Name of Student: Archana ramasre maurya

Class: M.COM Part 1

Roll No: 317

Residential Address: Shiv sai chawl waghobha nagar Kalwa (east) 400605

Email ID: archanamaurya2006@gmail.com

Contact Number: 9594148636

Aadhar Number: 892811239751

PAN Number: GMEPM1347E

Name of organization/ Institute: Reliance smart

Address of Organization/ Institute: Smart nisarg green (MUC2TMZ900)



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(Kannada Linguistic Minority)
Plot No.9, Sector 19, Airoli, Navi Mumbai - 400 708.
Affiliated to University of Mumbai
NAAC Reaccredited Grade A+ (CGPA:3.31) (3rd Cycle)

☎ 8591431228

Email: jvm_collegeairoli@yahoo.co.in

Website: www.jnanvikasmandal.com

Ref. No.: JVM/ College/ 24-25/ 544. | Internship. | 46

Date: 7/6/2024

To,
The General Manager (HR)
Reliance Company
Nisarg Green
Ambernath (E)

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Archana Maurya is applying for internship in your esteemed organisation as part of curriculum training for completing his/her Masters as per the guidelines of University of Mumbai.

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned student mentor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report.
- Kindly check the Internship diary of the student daily.
- Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance in our format. We are providing attendance sheet & Supervisor Evaluation of Intern.

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

Thanking you,

Dr. B.R. Deshpande
I/c Principal

RESUME

NAME : ARCHANA MAURYA
FATHER NAME : RAMASARE MAURYA
ADDRESS : 143/62, THAKUR CHAWL ,WAGHOBA
NAGAR, KALWA (E) THANE- 400605
EMAIL ID : archanamaurya2006@gmail.com
MARITAL STATUS : UNMARRIED
GENDER : FEMALE
RELIGION : HINDU
NATIONALITY : INDIAN
LANGUAGE KNOWN : HINDI & ENGLISH
DOB : 18/08/2001
MOBILE NO : 9594148636
HOBBIES : LISTENING MUSIC

QUALIFICATIONDETAILS:

- 10TH PASSED
- 12TH PASSED

WORK EXPERIENCE : FRESHER

PLACE: KALVA

DATE: _____

Archana
(ARCHANA MAURYA)

1.1 Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
1	Training period	Heading in office and introducing to everybody my self	Typing speed boosted	Trying to get into Nature of work
2	Training period	Getting information about work	Typing speed improvement	Trying to get into Nature of work
3	Handling office files	Gathering knowledge about type of files	Record maintenance	Knowing about work load of company
4	Learning the acceptance and rejection of Mail	Gathering knowledge about mail related to work	Online record checking and maintaining	Online work presser
5	Maintenances of Account office	Doing accounts of small field work of company	Accounting of real company	Application of accounts knowledge
6	Maintenances of Account office	Doing accounts of field work of company	Accounting of real company	Application of accounts knowledge

Signature of Industry Supervisor




Name & Address of Organization

Reliance smart

SMART NISARG GREENS (MUC2TMZ900

Name of the Student	Archana Ramasre Maurya
Roll Number	317
Name of Course	M . Com PART 1
Date of Commencement of Training	1- April - 2024
Date of Completion of Training	28- May - 2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	P	P	P	P	P	NA
2	P	P	P	P	P	NA
3	P	P	P	P	P	NA
4	P	P	P	A	P	NA
5	P	P	P	P	P	NA
6	P	P	P	P	P	NA
7	A	P	P	P	A	NA
8	P	P	P	P	P	NA
9						
10						
11						
12						



- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Name _____ and Signature _____ with _____ date _____ of _____ Internship
Supervisor _____

Phone

Student Name: Archana Ramasre Maurya Date: 8 - 06 - 2024

Work Supervisor: Dharmendra Tiwari Title: TL

Organization: Reliance smart

Internship Address SMART NISARG GREENS (MUC2TMZ900)

Dates of Internship: From 01 - April - 2024 To 28 - May - 2024

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors		✓		
Performs in a dependable manner			✓	
Cooperates with co-workers and supervisors			✓	
Shows interest in work		✓		
Learns quickly			✓	
Shows initiative				✓
Produces high quality work		✓		
Accepts responsibility				✓
Accepts criticism	✓			
Demonstrates organizational skills			✓	
Uses technical knowledge and expertise		✓		
Shows good judgment			✓	
Demonstrates creativity/originality				✓
Analyzes problems effectively	✓			
Is self-reliant			✓	
Communicates well				✓
Writes effectively		✓		
Has a professional attitude			✓	

Gives a professional appearance			✓	
Is punctual		✓		
Uses time effectively				✓

Overall performance of student intern (circle one): Good at work but still need improvement in some sector of work

(Needs improvement / Satisfactory / Good / Excellent)



Additional comments, if any:

Signature of Industry supervisor *[Signature]*

HR Manager Sarvottam Kanogiya
[Signature]

1.1. Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: Archana Ramasre Maurya Date: 8 – 06 – 2024

Work Supervisor: Dharmendra Tiwari Title: TL

Organization: Reliance smart

SupervisorEmail: smart-ma.ambarnath-tmz9@zmail.ril.com Internshipis: Paid Unpaid

Internship Address : SMART NISARG GREENS (MUC2TMZ900)

Dates of Internship: From 01 - April – 2024 To 28 – May - 2024

Faculty Coordinator: Dharmendra Tiwari Department: Cashier

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

- Yes, to a large degree
- Yes, to a slight degree
- No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field		✓			
Allowed me to apply classroom theory to practice			✓		
Helped me develop my decision-making and problem-solving skills			✓		
Expanded my knowledge about the work world prior to permanent employment		✓			
Helped me develop my written and oral communication skills				✓	
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)				✓	

Expanded my sensitivity to the ethical implications of the work involved				✓	
Made it possible for me to be more confident in new situations				✓	
Given me a chance to improve my interpersonal skills			✓		
Helped me learn to handle responsibility and use my time wisely		✓			
Helped me discover new aspects of myself that I didn't know existed before		✓			
Helped me develop new interests and abilities		✓			
Helped me clarify my career goals	✓				
Provided me with contacts which may lead to future employment	✓				
Allowed me to acquire information and/or use equipment not available at my Institute		✓			

- In the Institute internship program, faculty members are expected to be mentors for students.

Do you feel that your faculty coordinator served such a function? Why or why not?

- Yes because they teach us how to do work effectively

- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?
 - I and my subordinator both were engaged in the work as I was new to it so it was hard
For that's why some time made mistake also not able to complete some goal properly

- In what areas did you most develop and improve?
 - Typing ; accounts, work life experience

- What has been the most significant accomplishment or satisfying moment of your internship?
 - Supervisor and all other member were very friendly and supporting in nature

- What did you dislike about the internship?
 - nothing

- Considering your overall experience, how would you rate this internship? (Circle one).
-Satisfactory/ Good/ Excellent

- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Achana

<Signature of Student>

<Name, Roll number, Date>

Achana Masanya . .

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