



## **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:** Arvind Navrang Yadav

**Class:** M.COM Part 1 (Advance Accounting )

**Roll No:** 336

**Residential Address:** Sawali Talav Ghansoli Sector 02 Near Burger King shop Navi Mumbai  
400701

**Email ID:** arvindy3334@gmail.com

**Contact Number:** 8454821705

**Aadhar Number:** 499571913223

**PAN Number:** BKDPY9133J

**Name of organization/ Institute:** VG & Associates Accounting Finance & Taxation

**Address of Organization/ Institute:** Plot No. 74, Sector 05, Ghansoli, Navi Mumbai 400701

# Arvind Navrang Yadav

Student

## Contact

### Address

Ghansoli Station Near By  
Mukambhika Mandir Sawali  
Talav Sec 02, India 400701

### Phone

8454821705

### E-mail

arvindy3334@gmail.com

## Skills

Tally prime

Accountant

## Languages

English

Intermediate (B1)

Hindi

Bilingual or Proficient (C2)

Marathi

Intermediate (B1)

I am self motivated, reliable, responsible, hardworking person. I am team mature team worker good communication skill and ability to work in team. I am quick learner person.

## Work History

2023-11 -  
2024-04

### Associate

Writer Service Pvt Ltd , Ghansoli Navi Mumbai  
Axis retail credit card KYC documents checking and approval.

2021-06 -  
2022-11

### Office Assistant

CK Farmatic LLP , Narul Navi Mumbai  
Managing accounts of purchase and sale of industrial paints and also has knowledge of accounting software.

## Education

### Master Of Commerce ( Advance Accounting): Commerce

Jnan Vikas Mandal's Degree College - Airoli Navi  
Mumbai

2023

### Bachelor Of Commerce: Commerce

Rajiv Gandhi College Arts, Commerce And Science -  
Vashi Navi Mumbai

2020

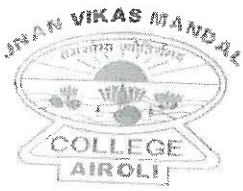
### Higher Secondary Certificate : Commerce

Sainath Hindi High School - Vashi Navi Mumbai

2018

### Secondary School Certificate

Madhayamik NMMC School - Koperkhairane Navi  
Mumbai



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**Dr. R. T. Doshi College of Computer Science**

(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) (3<sup>rd</sup> Cycle)

8591431228

Email: [jvm\\_collegeairoli@yahoo.co.in](mailto:jvm_collegeairoli@yahoo.co.in)

Website: [www.jnanvikasmandal.com](http://www.jnanvikasmandal.com)

Ref. No.: JVM/ College/ 24-25/374. /Inter /26

Date: 7/6/2024

To,  
VG & Associates  
Accounting Finance & Taxation

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Mr. Arvind Yadav 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



#### 4.4. AppendixV:StudentDiary(Log)RecordingFormat

Week	TaskAssigned	Activities Performed	Key Learnings	Additional Remarks
1	Sales and purchase bills proper settlement	Verification and Documentation Begin by verifying the sales and purchase bills to ensure accuracy and completeness. This involves confirming that the details on the bills match the terms of the transactions, such as quantities, prices, and payment terms. Proper documentation of all bills is crucial for record-keeping and audit purposes.	Maintaining accurate records of sales and purchase transactions is crucial for proper bill settlement. Businesses learn about the importance of organized record-keeping practices, including digital or physical filing systems, to track invoices, payments, and receipts efficiently.	Highlight the need for efficiency in the settlement process, aiming to minimize delays and errors to ensure timely and smooth transactions.
2	GSTR-1 Nil	"GSTR-1 Nil Activities Performed," which suggests that you may be referring to a form or process related to tax compliance, particularly in the context of Goods and Services Tax (GST) in India.	Filing a Nil return helps in understanding the compliance requirements under the GST regime. It reinforces the importance of timely filing and adhering to tax regulations, even when there are no transactions to report.	record-keeping and future reference. If there are specific reasons why there were no transactions during the reporting period, such as seasonal fluctuations, business closures, or other factors, you may want to mention them in the remarks section. This provides context and helps in understanding the rationale behind the lack of activity.
3	GSTR-2B, E-Way Bill, GSTR-3B	GSTR-2B is an auto-drafted input tax credit (ITC) statement generated for registered taxpayers based on the information furnished by their	Businesses learn the significance of reconciling input tax credit (ITC) claimed with the details available in GSTR-2B. This helps in identifying discrepancies and	personal touch to the filings and demonstrates a commitment to compliance, transparency, and continuous improvement in GSTR-2B, E-Way

		<p>suppliers in their respective GSTR-1 and GSTR-3B returns. Here are the typical activities performed in relation to GSTR-2B. Based on the input tax credit details available in GSTR-2B, taxpayers file their GSTR-3B returns, ensuring accurate reporting of input tax credits claimed for the tax period.</p>	<p>ensuring accurate reporting, leading to better compliance with GST regulations. Generating and managing E-Way Bills increases awareness of transportation regulations. Businesses learn to comply with legal requirements related to the movement of goods, ensuring smooth logistics operations.</p>	<p>Bill, and GSTR-3B activities. Recognize the efforts of transporters and logistics partners in ensuring timely delivery of goods.</p>
4	ITR Set Prepare, DSC	<p>Collecting all necessary documents such as Form 16 (for salaried individuals), bank statements, investment proofs, rental income receipts, and any other relevant financial documents. Acquiring a DSC from a licensed Certifying Authority (CA) by submitting the necessary documents and completing the verification process as per the requirements laid down by the CA.</p>	<p>The use of DSCs for digitally signing ITRs increases awareness of the importance of cybersecurity and data protection. Individuals and businesses learn the significance of safeguarding their digital identities and sensitive financial information to prevent unauthorized access and fraudulent activities. Through the process of ITR preparation, individuals and businesses gain a deeper understanding of their tax obligations. They learn about different types of income, allowable deductions, exemptions, and tax credits applicable to their specific circumstances.</p>	<p>Express gratitude for the convenience and efficiency offered by digital signature certificates in the ITR preparation process. Acknowledge the role of technology in streamlining administrative tasks and simplifying tax compliance for individuals and businesses.</p>



Signature of Industry Supervisor

#### 4.5. Appendix VI: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization :

VG & Associates Accounting Finance & Taxation

Office: Plot No 74, Sector 05, Ghansoli

Navi Mumbai - 400701

Name of the Student	Arvind Navrang Yadav
Roll Number	336
Name of Course	M.COM Part 1 (Advance Accounting)
Date of Commencement of Training	09 May 2024
Date of Completion of Training	10 June 2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	P	P	P	P	P	P
2	P	P	P	P	P	P
3	P	P	P	P	P	P
4	P	P	P	P	P	P
5						
6						
7						
8						
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 Vipul Gond



#### 4.6. Appendix VII: Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: Arvind Navrang Yadav Date: 10 June 2024

Work Supervisor: Vipul Gond Title: Internship

Organization: VG & Associates Accounting Finance & Taxation

Internship Address: Office: Plot No 74, Sector 05, Ghansoli, Navi Mumbai - 400701

Dates of Internship: From 09 May 2024 To 10 June 2024

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

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



Is self-reliant				
Communicates well			Yes	
Writes effectively			Yes	
Has a professional attitude		Yes		
Gives a professional appearance		Yes		
Is punctual			Yes	
Uses time effectively				Yes

Overall performance of student intern (circle one):

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:



Signature of Industry supervisor \_\_\_\_\_

HR Manager \_\_\_\_\_

### 4.7. Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: Arvind Navrang Yadav Date: 10 June 2024

Industrial Supervisor: Vipul Gond Title: Internship

Supervisor Email: Cavipul.gond@gmail.com Internship is: Paid  Unpaid  Yes

Organization: VG & Associates Accounting Finance & Taxation

Internship Address: Office: Plot No 74, Sector 05, Ghansoli, Navi Mumbai - 400701

Faculty Coordinator: \_\_\_\_\_ Department: Accounting

Dates of Internship: From 09 May 2024 To 10 June 2024

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?

- 4.7.1. Yes, to a large degree
- 4.7.2. Yes, to a slight degree
- 4.7.3. 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	Yes				
Allowed me to apply classroom theory to practice			No		
Helped me develop my decision-making and problem-solving skills		Yes			
Expanded my knowledge about the work world prior to permanent employment			No		
Helped me develop my written and oral communications skills	Yes				
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)		Yes			

Expanded my sensitivity to the ethical implications of the work involved			No		
Made it possible for me to be more confident in new situations		Yes			
Given me a chance to improve my interpersonal skills		Yes			
Helped me learn to handle responsibility and use my time wisely		Yes			
Helped me discover new aspects of myself that I didn't know existed before			No		
Helped me develop new interests and abilities			No		
Helped me clarify my career goals		Yes			
Provided me with contacts which may lead to future employment			No		
Allowed me to acquire information and/ or use equipment not available at my Institute				No	

- 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? They would create opportunities for students to learn and develop new skills, knowledge, and perspectives relevant to their field of study and career goals.
- 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? Interns may reflect on their progress in acquiring new skills by considering the extent to which they have gained proficiency in areas identified in their learning contracts. This could include technical skills related to their field of study, as well as soft skills such as communication, problem-solving, and teamwork.

- In what areas did you most develop and improve?

Communication is something I think I could improve. While I'm comfortable speaking with others and sharing my ideas, I sometimes struggle to clearly articulate my thoughts or listen actively to others.

- What has been the most significant accomplishment or satisfying moment of your internship? Gaining new skills and knowledge: Internships are valuable learning experiences, and achieving growth and development in your skills and knowledge can be a significant accomplishment.

- What did you dislike about the internship?

Interns may become frustrated if there are few opportunities for skill development or advancement within the organization.

- 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?)

Establishing open lines of communication with supervisors, mentors, and professors throughout the internship can facilitate ongoing feedback, guidance, and support. Regular check-ins or meetings to discuss progress, challenges, and goals can help interns stay on track and address any issues promptly.

<Signature of Student>



<Name, Roll number, Date> Arvind Navrang Yadav, 336, 10 June 2024