



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:- GAURI SHIVAJI MALODE

Class:- M.COM PART 1

Roll No:- 347

**Residential Address:- FLAT NO. - 09, BUILDING NO.- 18, VIGHNAHAR SOCIETY CHS.,
SECTOR 19, AIROLI, NAVI MUMBAI, 400708.**

Email ID:- gaurimalode30@gmail.com

Contact Number:- 8408993892

Aadhar Number:- 395975634415

PAN Number:- FCGPM5887N

Name of organization/ Institute:- CA ASHISH A GUPTA & ASSOICATES

**Address of Organization/ Institute:- FIRST FLOOR, ROW HOUSE NUMBER A6,
SECTOR- 4, AIROLI, NAVI MUMBAI, 400708.**

RESUME

Gauri Shivaji Malode

Mob: +91 8408993892 / 9545128944

Email: gaurimalode30@gmail.com



Career Objective:

Looking for an entry into a world class, highly professional organization with challenging and competitive environment, where I can use my knowledge based as well as personal attributes to achieve the organization goals.

Skills:

Quick learner
Compatible Nature
Ability to motivate others
MS-CIT in 2016
Tally ERP9 with GST in 2019
Typing English 30 ans 40 WPM completed in 2019

Educational Details:

| Degree/Course | Institute/College | University/Board | Percentage/CGPA | Year of Passing |
|------------------------------|---------------------------------------|--|-----------------|-----------------|
| 10th | Shri sharda Mandir girls high school | Aurangabad | 82.60 % | 2016 |
| 12th | SBES Arts and Commerce college | Aurangabad | 74.92 % | 2018 |
| B.com | SBES Arts and Commerce College | Dr. Babasaheb Ambedkar Marathwada University | 80.40 % | 2021 |
| M.com (Advanced Accountancy) | JVM Mehta College of Commerce, Airoli | Mumbai University | NA | Pursuing |

Strengths:

Believe in hard work
Good Communication Skills
Positive attitude toward things
Ability to work within a team

Personal Details:

Name : Gauri Shivaji Malode
Gender : Female
Date of Birth : 30 August 2000
Marital Status : Married
Spouse Name : Ravindra R. Pawar
Languages Known : English, Hindi & Marathi
Nationality : Indian
Present Address : Vighnagar CHA, Flat No. 9, Building No. 18, Airoli Sector 19, Airoli, Navi Mumbai-400708
Hobbies : Driving, Playing Badminton

Declaration:

I hereby declare that the above information is true to the best of my knowledge.

Place: Navi Mumbai

Date: 16/Apr/2024



(Gauri Shivaji Malode)



JNAN VIKAS MANDAL'S
Mohanlal Raichand Mehta College of Commerce
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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/Std./Intern./28

Date: 7/6/2024

To,
CA Ashish Arvind Gupta & Assoc.
Row House no. A6, Sector -4
Airoli

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Gauri Shivaji Malode is applying for internship in your esteemed organisation as part of curriculum training for completing is 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.

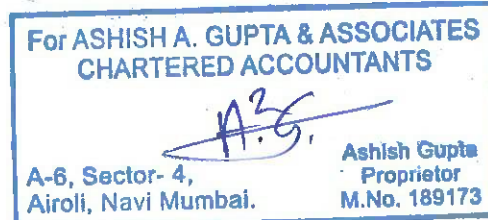
You are requested to evaluate the student's performance in our format. We are providing attendance sheet & Supervisor Evaluation of Intern.

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



4.5. Appendix V: Student Diary (Log) Recording Format

| Week | Task Assigned | Activities Performed | Key Learnings | Additional Remarks |
|--------------------------------------|---|---|--|--------------------|
| 1st Week 02/05/2024 to 08/05/2024 | Entries of Bank Income statement and sales | Entries of Bank Income statement and sales done in Tally ERP.9 software | Understood workflow in tally processing | Not Applicable |
| 2nd Week 09/05/2024 to 15/05/2024 | Entries of Bank Income statement and Purchase, ITR registration | Individually performed entries of Bank Income statement & Purchase, ITR registration | Understood ITR registration process and multiple applications associated with ITR and their purpose | Not Applicable |
| 3rd Week 16/05/2024 to 22/05/2024 | Udyam Application, GUMASTA application, GST registration, TDS | Learned about Udyam Application, GUMASTA application, GST registration | What documents required for Udyam Application, GUMASTA application, GST registration and their multiple types | Not Applicable |
| 4th Week 23/05/2024 to 29/05/2024 | Entries of Bank Income statement and Balance sheet of business person | Checked previous year balance sheets, incorporated previous year data in current year balance sheet from available data | Learned about preparation of balance sheet of business person, how to utilized previous year data for current year | Not Applicable |
| 5th Week 30/05/2024 to 01/06/2024 | Balance sheet of business person, Income statement collection from multiple clients | Prepared balance sheet of business person, collected Income statement from clients | How to generate information for balance sheet preparation, How to deal with clients | Not Applicable |
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A.G.

Signature of Industry Supervisor

**For ASHISH A. GUPTA & ASSOCIATES
CHARTERED ACCOUNTANTS**

A.G.

A-6, Sector- 4,
Airoli, Navi Mumbai.

Ashish Gupta
Proprietor
M.No. 189173



M/s. Ashish A Gupta & Associates
CHARTERED ACCOUNTANTS

ASHISH A GUPTA & ASSOCIATES

FIRST FLOOR ROW HOUSE NO. A6
SECTOR 4 AIROLI NAVI MUMBAI 400708.

| | |
|----------------------------------|----------------------|
| Name of the Student | GAURI SHIVAJI MALODE |
| Roll Number | 347 |
| Name of Course | INTERNSHIP |
| Date of Commencement of Training | 01-05-2024 |
| Date of Completion of Training | 01-06-2024 |

Month and Year:

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|---------|---------|-----------|----------|---------|----------|
| 1 | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT |
| 2 | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT |
| 3 | PRESENT | PRESENT | ABSENT | PRESENT | PRESENT | ABSENT |
| 4 | ABSENT | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT |
| 5 | PRESENT | PRESENT | PRESENT | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

Name and Signature with date of Internship Supervisor

Ashish Arvind Gupta. A.G.

For ASHISH A. GUPTA & ASSOCIATES
CHARTERED ACCOUNTANTS
10/06/2024 *A.G.*
A-6, Sector- 4,
Airoli, Navi Mumbai. Ashish Gupta
Proprietor
M.No. 189173

Row House No A-6, First Floor, Sector-04, AIROLI, NAVI MUMBAI 400708

E-mail:ashish01ca@gmail.com

Ph. 8898751351



M/s. Ashish A Gupta & Associates

CHARTERED ACCOUNTANTS

Student Name:- GAURI SHIVAJI MALODE

Date:- 10-06-2024

Work Supervisor:- CA ASHISH A GUPTA

Title:- ACCOUNTANT

Organization:- ASHISH A GUPTA & ASSOCIATES

Internship Address :- FIRST FLOOR ROW HOUSE A6,SECTOR 4, AIROLI,
NAVI MUMBAI 400708

Dates of Internship :- From **01-05-2024** To **01-06-2024**

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 | | | | ✓ |

Row House No A6 First Floor, SECTOR-04, AIROLI, NAVI MUMBAI, THANE, MAHARASHTRA 400708



M/s. Ashish A Gupta & Associates

CHARTERED ACCOUNTANTS

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

Signature of Industry supervisor



4.8 Appendix VIII: Student Feedback of Internship

Student Name : - GAURI SHIVAJI MALODE Date : - 10-06-2024
 Industrial Supervisor : - CA ASHISH A GUPTA Title : - ACCOUNTANT
 Supervisor Email : - *ashish01ca@gmail.com* Internship is : -Unpaid
 Organization : - CA ASHISH A GUPTA & ASSOCIATES
 Internship Address : - 1st Floor, Row House No. A6 Sector-4, Airoli, Navi Mumbai- 400708
 Faculty Coordinator : - MOONMI KAMBLE & SWATI CHAVAN Department: - ACCOUNTS
 Dates of Internship : - From 01-05-2024 To 01-06-2024

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 | | Yes | | | |
| Helped me develop my decision-making and problem-solving skills | Yes | | | | |
| Expanded my knowledge about the work world prior to permanent employment | Yes | | | | |
| Helped me develop my written and oral communication 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 | Yes | | | | |
| 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 | | Yes | | | |
| Helped me develop new interests and abilities | | Yes | | | |
| Helped me clarify my career goals | Yes | | | | |
| Provided me with contacts which may lead to future employment | Yes | | | | |
| Allowed me to acquire information and/ or use equipment not available at my Institute | Yes | | | | |

- 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?

Answer: Yes, our faculty coordinator guided me in searching of suitable organization for my internship program and provided contacts and links for internship. They also helped me to draft my Resume and provided necessary guidance to crack internship interviews.

- 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?

Answer: *To complete initial tasks, I took guidance from seniors working in the same organization. Also, I've revised basics of accounting procedures with exposure of applied field.*

- In what areas did you most develop and improve?

Answer:

- Handling of Tally software and Income tax filing process.
- Handling and processing of available data.
- Understanding business and industrial accounting.

- What has been the most significant accomplishment or satisfying moment of your internship?

Answer:

- Understanding of Income Tax filing and filing requirements.
- GST R1 and GST R3B understanding with actual data.

- What did you dislike about the internship?

Answer: *Internship program should be conducted/considered for at least three months to gain better understanding of industrial workflow.*

- 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?)

Answer: *Overall internship program is quite excellent. Additionally, after completion of internship, students should share their industrial experiences with the entire class with appropriate examples or case studies. This overall knowledge sharing will enhance understanding of different domains/verticals of accounting.*

Signature: Gauri

Name: Gauri Shivaji Malode

Roll No.: 347

Date: 10-06-2024