



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: Ghanshyam .C. Thakur

Class: M.com Part 1

Roll No: 333

**Residential Address: Ramgad Nagar , Goshalaroad, Mulund West ,
Mumbai 400080**

Email ID: chandramohanthakur571963@gmail.com

Contact Number: 9137126750

Aadhar Number: 7007 9075 4721

PAN Number: BZYPT7578N

Name of organization/ Institute: Bank Audit Prasad & co

**Address of Organization/ Institute: 129, Hiramani Super Market,
First Floor, Dr. Ambedkar Road , Lalbaug , Mumbai 400012**

GHANSHYAM THAKUR

PERSONAL

Name

Ghanshyam Thakur

Profession

Student

Phone number

9137126750

Email

chandramohanthakur571963@gmail.com

Location

Mumbai, India

INTERESTS

- Reading And Teaching

With good accounting knowledge and good at English speaking and adapting towards any section of work environment I am Ghanshyam Thakur

WORK EXPERIENCE

Personal teacher

Mar 2024 - Mar 2024

IIT Bombay

EDUCATION AND QUALIFICATIONS

Passed B. Com last year

Mar 2024 - Mar 2024

From J. V. M Mumbai university and Passed out SSC (10th) with A grade and HSC(12th) also with A grade

CGPA - 7.66

SKILLS

Energetic in work , Fast learner , Suitable in any work environment



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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(C cyde))

8591431228

Email: jvm_collegeairoli@yahoo.co.in

Website: www.jnanvikasmandal.com

Ret No.: JVW College

30/07/2019 43

Date:

To,
The Bank Audit Prasad & Co.
129, Hiramani Supermarket
Lalbaug, Mumbai

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Mr. Ghanshyam C. Thakur 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 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 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.

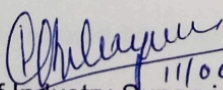
Thanking you,

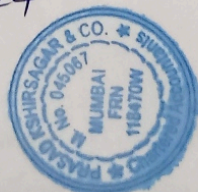
Dr. B. R. Deshpande
I/c Principal



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	Knowing about system of audit in bank of India	Trying to get into Nature of work
3	Searching for transfer voucher And clearing it	Clearing different type of transaction voucher	Record maintenance	Knowing about work related to bank and transaction
4	Checking of Home loan in SBI (RACPC)	Checking Documents needed in terms of home loan	Knowledge about documents	Friendly nature Of subordinate


 11/06/2024
 Signature of Industry Supervisor



1.1. Appendix VI: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization

Bank Audit Prasad & company

129, Hiramani Super Market, First Floor

Dr Ambedkar Road, Lalbaug, Mumbai 400012

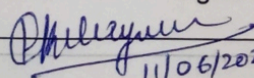
Name of the Student	Ghanshyam Thakur
Roll Number	333
Name of Course	M . Com PART 1
Date of Commencement of Training	18-April - 2024
Date of Completion of Training	18 - May - 2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	P	P	P	P	P	P
2	P	P	P	P	P	NA
3	P	A	P	P	P	P
4	P	P	P	A	P	NA
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 _____


11/06/2024
CA Prasad Kshirsagar



Draft Internship Policy | 4

1.2. Appendix VII: Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: Ghanshyam Thakur Date: 8 - 06 - 2024

Work Supervisor: Ashraf & Nitesh Panday Title: work Subordinate

Organization: Bank Audit Prasad & co

Internship Address : BOI Mulund (w) And SBI (RACPC) Belapur

1- Dates of Internship: From 18 - April - 2024 To 18 - 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]* 11/08/2024



HR Manager *[Signature]* 11/08/2024

1.3. Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: Ghanshyam Thakur Date: 18 - 06 - 2024

Work Supervisor: Ashraf & Nitesh Panday Title: work Subordinate

Organization: Bank Audit Prasad & co

Supervisor Email: _____ Internship is: Paid _____ Unpaid

Internship Address BOI Mulund (w) And SBI (RACPC) Belapur

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

Faculty Coordinator: CA Prasad Department: Audit

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?)
 - ✓ I would like to continue the internship because there is lot more to learn

Ghanshyam

<Signature of Student>

<Name, Roll number, Date>

Name:- *Ghanshyam C. Thatkur*

Roll no:- *333*

Date :- *12-6-2024*

