



## **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: Karishma Ramsurat pal**

**Class: M.com Part 1**

**Roll No: 322**

**Residential Address: Sant Kabir Nagar, Yadav Nagar, MIDC Road,**

**Navi Mumbai 400708**

**Email ID: Karishmapal67@gmail.com**

**Contact Number: 9324275245**

**Aadhar Number:724944997459**

**PAN Number: GATPP061E**

**Name of organization/ Institute: Jeet Enterprises**

**Address of Organization/ Institute: Shop no 2 , Himani Co-op Hsg  
Society, Plot no B- 50 , sector-20, Airoli , Navi Mumbai 400708**

Student Name: Karishma Ramsurat Pal. Date: 8 - 06 - 2024

Work Supervisor: Jilajeet yadav Title: owner

Organization: jeetenterprises.net

Internship Address : Shop no. 2, Himani Co-op Hsg Society., Plot no. B - 50, Sector - 20, Airoli, Navi Mumbai 400 708.

1- Dates of Internship: From -01 -May - 2024 To 31 - 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

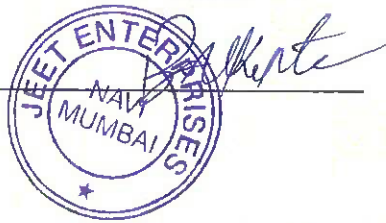
(Needs improvement / Satisfactory / **Good** / Excellent)

Additional comments, if any:

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



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



Corporate Address  
 Falt No . 201, A wing , Shoham co. op Hsg, soc  
 Near shanti- Mandir , sec-20 Airoli D-16 Navi Mumbai  
 Phn : 9619806182

Work Office :  
 Shop no : 2 , Himani co. op Hsg Soc.,  
 Plot no . B-50 Airoli -400708 Navi Mumbai  
 Email : info@jeetenterprises.net



# JEET ENTERPRISES

Commercial & Corporate Offices  
Residential Interiors, Warehouse Interiors  
All Types of Electrical Work with License Holder

Name & Addresses of organisation -

[jeetenterprises.net](http://jeetenterprises.net)

Shop no. 2, Himani Co-op Hsg Society., Plot no. B - 50, Sector - 20, Airoli, Navi Mumbai 400 708.

Name of the Student	Krishma Ramsurat Pal
Roll Number	322
Name of Course	M . Com PART 1
Date of Commencement of Training	1- May- 2024
Date of Completion of Training	31-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	A	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.

For JEET ENTERPRISES

Name and Signature with date of Internship Supervisor

Jilajeet gadav.

Proprietor

Corporate Address  
Falt No . 201, A wing , Shoham co. op Hsg, soc  
Near shanti- Mandir , sec-20 Airoli D-16 Navi Mumbai  
Phn : 9619806182

Work Office :  
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Email : [info@jeetenterprises.net](mailto:info@jeetenterprises.net)

## 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



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

(To be filled by Students after Internship completion)

Student Name: Karishma Ramsurat Pal Date: - 8 – 06 – 2024

1. Work Supervisor: Jilajeet yadav Title: owner

Organization: -jeetenterprises.net

Supervisor Emailid jeet.enterprises75@gmail.com  Internship is:  
Paid Unpaid

Internship Address :Shop no. 2, Himani Co-op Hsg Society., Plot no. B - 50, Sector - 20, Airoli, Navi Mumbai 400 708.

Dates of Internship: From 01 - May- 2024 To 31 – May - 2024

Faculty Coordinator: \_\_\_\_\_ Department: Accountant

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.

<Signature of Student>



<Name, Roll number, Date>

322 | 8 | 06 | 2024





# 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

(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/ [www.jvm.com](http://www.jvm.com)/Internship/66

Date: 14/6/24

To,  
The Manager  
Jeet Enterprises

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Karishma Ramsurat Pal 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

For JEET ENTERPRISES

  
Proprietor

KARISHMA RAMSURAT PAL

Karishma Ramsurat pal  
Email: karishnapal67@gmail.com  
Contact No: 9324275245

EDUCATION:

Qualification	College/School	Board	Passing Year
B.COM	Jvm's Mehta Degree College	Mumbai University	2021
HSC	Mazidun High School and Jr. College	Maharashtra	2017
SSC	Vivekanand Hindi High School	Maharashtra	2015

PERSONAL SKILLS:

- Honest
- Hardworking
- Positive attitude
- Patience

ADDITIONAL CERTIFICATION:

- Obtained Maharashtra State certificate in Information technology (MS-CIT) Adv. Tally ERP 9 and Adv. Excel.

KNOWN LANGUAGES:

- English
- Hindi
- Marath

WORK EXPERIENCE:

- 2 month for Q. Connect Bussines solutions

SKILL SET:

- Able to work in MS Office (Word, Excel, PowerPoint), in Adv. tally and Adv.-Excel.
- I have knowledge about the computer and typing speed around 40.

PERSONAL DATA:

- Date of birth: 31 Jan 2000
- Address: Room No. 731MIDC Road, Yadav Nagar, Airoli Navi Mumbai-400708
- Nationality: Indian.
- Marital status: Unmarried.
- Religious: Hindu.
- Hobbies: Reading Books, Playing outdoor game.

I hereby declare that statement made in this document is true to the best of my knowledge and belief.

Pal

Karishma Ramsurat