



## **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:** Manjula Chandrabhan Yadav

**Class:** M.COM (Part 1 SEM 2<sup>nd</sup>)

**Roll No:** 338

**Residential Address:** Trimurti Chawl bhaskar Nagar kalwa (E) Thane - 400605

**Email ID:** [manjulayadav462@gmail.com](mailto:manjulayadav462@gmail.com)

**Contact Number:** 8591525472

**Aadhar Number:** 554714958574

**PAN Number:** BKJPY9368K

**Name of organization/ Institute:** SHREE KSHETRA PARSHURAM  
SAHAKARI PATPEDHI Ltd.

**Address of Organization/ Institute:** Jay Versa Co-Operative Society Ltd.  
Ground Floor, Gala No. 1 Shastri Nagar Kalwa, Thane - 400605

### **Certificate**

- Certified Course Of Mscit
- Certified course of MS Excel
- Well versed with Tally With GST
- Certified Course of TNS foundation Training

### **Personal information**

- Sex – Female
- Date of birth – 9th Feb 2003
- Nationality – Indian
- Languages known – English & Hindi
- Marital status – Single

I Manjula Yadav the applicant hereby declare that what is stated above is true to the best of my information and belief.

Manjula

**SIGNATURE**

Manjula Yadav



**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

Website: www.jnanvikasmandal.com

Ref. No.: JVM/ College/ 24-25/STU- | ज्ञानविकास | 44

Date: 7/6/2024

To,  
The Bank Manager  
Shree Kshetra Parshuram Sah. Patpedi Ltd.  
Jay Varsha soc., Gala No. 1,  
Shastrinagar, Kalwa

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Manjula Chandrabhan Yadav 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. K. Deshpande  
I/c Principal



### 1.1. Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learning	Additional Remarks
First	Entries in Cash Book Receipts & Payment	Recorded Receipts Cash Book & Vouchers on Payment	Knowledge about Excel	Trying to get into Nature of work
Second	Verification of Receipts & Voucher Entry	Reverification of Receipts & Payments	Finding Errors & making correct entries learn to write missing vouchers	Trying to get into Nature of work
Third	Verification of Cash Book & Pass Book Entries	Verified Receipts & Payment as per Pass Book	Finding Errors making correcting	Knowing about work load & Company
Fourth	Checking of Members Forms	Verification & Checking of New Members Forms & Supporting Documents	Learn to verify to recheck name of form with 'I' register	Online work pressure
Fourth	Checking of Loan Form	Verification & Checking of Loan application Forms & Supporting Documents	Types of Loans Supporting Documents Number of Guarantors	Application of accounts knowledge
Fourth	Reading & Understanding of Annual Reports	Reading of Annual Reports	Understood about Cash Book, Balance sheet, P&L Accounts & Provisions Etc....	Application of accounts knowledge
Fourth	Reading & Understanding of minutes books of monthly meeting & AGM	Reading & Understanding of minutes book	Types of minutes book annual & monthly according to Agenda Meeting is conducted & all the matters head in meeting are written in correct format	Knowing about how to smart work

*Signature*

Signature of Industry Supervisor

*Signature*  
जयसक

श्री क्षेत्र परशुराम सहकारी पतपेढी लि:





दुरध्वनी : २५४५२९७५

# श्री क्षेत्र परशुराम सहकारी पतपेढी लिमिटेड

नोंदणी क्र. : टी.एन.ओ./ (टी.एन.ओ.) / (आर.एस.आर.) / (सी.आर.) / ५५४ / १९८९-९० दि. २६-९-१९८९

जय वर्षा को-ऑप. हौसिंग सोसायटी लि., तळमजला, गाळा नं. १, शाखी नगर, कळवा, ठाणे-४०० ६०५.

जा. क्र. \_\_\_\_\_

दिनांक : \_\_\_\_\_

Name of the Student	MANJULA CHANDRABHAN YADAV
Roll Number	338
Name of Course	M.com.
Date of Commencement of Training	25 <sup>th</sup> April 2024
Date of Completion of Training	25 <sup>th</sup> May 2024

Month and Year:

Date	Day	Signature	Date	Day	Signature
25/4/2024	Thursday	PRESENT	10/5/2024	Friday	PRESENT
26/4/2024	Friday	PRESENT	11/5/2024	Saturday	PRESENT
27/4/2024	Saturday	PRESENT	12/5/2024	Sunday	HOLIDAY
28/4/2024	Sunday	HOLIDAY	13/5/2024	Monday	PRESENT
29/4/2024	Monday	PRESENT	14/5/2024	Tuesday	PRESENT
30/4/2024	Tuesday	PRESENT	15/5/2024	Wednesday	PRESENT
1/5/2024	Wednesday	HOLIDAY	16/5/2024	Thursday	PRESENT
2/5/2024	Thursday	PRESENT	17/5/2024	Friday	PRESENT
3/5/2024	Friday	PRESENT	18/5/2024	Saturday	PRESENT
4/5/2024	Saturday	PRESENT	19/5/2024	Sunday	HOLIDAY
5/5/2024	Sunday	HOLIDAY	20/5/2024	Monday	PRESENT
6/5/2024	Monday	PRESENT	21/5/2024	Tuesday	PRESENT
7/5/2024	Tuesday	PRESENT	22/5/2024	Wednesday	PRESENT
8/5/2024	Wednesday	PRESENT	23/5/2024	Thursday	PRESENT
9/5/2024	Thursday	PRESENT	24/5/2024	Friday	PRESENT
			25/5/2024	Saturday	PRESENT

Name and Signature with date of Internship Supervisor KUNDAN MHATRE

*Kundhan Mhatre*

*Kundhan Mhatre*

अध्यक्ष

श्री क्षेत्र परशुराम सहकारी पतपेढी लि.





दुरध्वनी : २५४५२९७५

# श्री क्षेत्र परशुराम सहकारी पतपेढी लिमिटेड

नोंदणी क्र. : टी.एन.ओ./ (टी.एन.ओ.)/ (आर.एस.आर.)/ (सी.आर.)/ ५५४/१९८९-९० दि. २६-९-१९८९

जय वर्षा को-ऑप. हौसिंग सोसायटी लि., तळमजला, गाळा नं. १, शास्त्री नगर, कळवा, ठाणे-४०० ६०५.

जा. क्र. \_\_\_\_\_

दिनांक : \_\_\_\_\_

Student Name: MANJULA CHANDRABHAN YADAV

Date: 25/5/2024

Work Supervisor: MR ANANT SHANKAR SALVI

Title: CHAIRPERSON

Organization: SHREE KSHĒTRA PARSHURĀM SAHAKARI PATPEDI LTD.

Internship Address: JAY VARSHA SOC. SHASTRI NAGAR KALWA THANE 400605.

Dates of Internship: From 25<sup>TH</sup> APRIL 2024 TO 25<sup>TH</sup> MAY 2024

To

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

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

*B. Anant Salvi*  
जयवर्षा

श्री क्षेत्र परशुराम सहकारी पतपेढी लि:





दुरध्वनी : २५४५२१७५

# श्री क्षेत्र परशुराम सहकारी पतपेढी लिमिटेड

नोंदणी क्र. : टी.एन.ओ./ (टी.एन.ओ.)/ (आर.एस.आर.)/ (सी.आर.) / ५५४/१९८९-९० दि. २६-९-१९८९

जय वर्षा को-ऑप. हौसिंग सोसायटी लि., तळमजला, गाळा नं. १, शास्त्री नगर, कळवा, ठाणे-४०० ६०५.

जा. क्र. \_\_\_\_\_

दिनांक : \_\_\_\_\_

Is self-reliant			Good	
Communicates well				Excellent
Writes effectively			Good	
Has a professional attitude			Good	
Gives a professional appearance			Good	
Is punctual				Excellent
Uses time effectively				Excellent
Demonstrates creativity/originality			Good	
Analyzes problems effectively			Good	

Overall performance of student intern (circle one): **GOOD**

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

NO

*Kundan Mhatre*

Signature of Industry supervisor Mr. KUNDAN MHATRE

*Kundan Mhatre*

जयवर्षा

श्री क्षेत्र परशुराम सहकारी पतपेढी लि:



#### 4.8 Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: Manjula Chandrabhan Yadav Date: 25/04/2024 to 25/5/2025

Industrial Supervisor: Kundan H. Mhatre Title: Accounting Entry & Audit

Supervisor Email: kundanmhatreims@gmail.com Internship is Unpaid

Organization: Shree Kshetra Parshuram Sahakari Patpedi Ltd

Internship Address: Jay Varsha Soc. Shastri Nagar Kalwa Thane -400605

Faculty Coordinator: Abhay Ghadge Department: Accounting

Dates of Internship: From 25th April 2024 To 25th May 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?

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 coordinators served such a function? Why or why not?

Yes because i learn how to 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?

yes hesitation due to new work experience

- In what areas did you most develop and improve?

Accounting/ transaction recording/ posting/ GST

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

Auditing

- What did you dislike about the internship?

No

- 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?)

Yes overall is very much satisfactory but the time allocation is not much to learn things properly

~~Manjula~~

<Signature of Student>

<Name, Roll number, Date>

Manjula - C - YaadaV

338