



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: MEDHA ROHINI MORE

Class: MCOM (PART-1)

Roll No: 319

Residential Address: 'PREETI' CO. OP. HSG. SOC;
B/5, YASHODHAN NAGAR, PADA NO 2,
NEAR SURESH MEDICAL,
LOKMANYA NAGAR, THANE (W)- 400606.

Email ID: medhamore2329@gmail.com

Contact Number: 9867255062

Aadhar Number: 5761 4137 3277

PAN Number: GGSPM1616Q

Name of organization/ Institute: S A GHUTUKADE & COMPANY

Address of Organization/ Institute: AL1/152 PRAJAKTA APT,
NEAR POST OFFICE AIROLI,
NAVI MUMBAI , MAHARASHTRA-400708.

MEDHA ROHINI MORE

PREETI.CO.OP.HSG.SOC,B/5,NEAR SURESH MEDICAL,
YASHODHAN NAGAR, PADA NO.2,LOKMANYA NAGAR, THANE (W)
THANE- 400606.

medhamore2329@gmail.com

MOB NO: 9867255062

SUMMARY: SEEKING A CHALLENGING POSITION IN A REPUTED ORGANISATION WHERE I CAN LEARN NEW SKILLS, EXPAND MY KNOWLEDGE, AND LEVERAGE MY LEARNINGS.

EXPERIENCE: FRESHER

SKILLS:

- MSCIT
- MS OFFICE (MS WORD, MS EXCEL, MS POWERPOINT, OUTLOOK)
- GCC- TBC MARATHI 30 WPM
- GCC- TBC ENGLISH 40 WPM
- TEAM LEADERSHIP AND MOTIVATION
- COMMUNICATION SKILLS
- PROBLEM SOLVING

EDUCATION DETAILS:

EDUCATION	UNIVERSITY/COLLEGE	YEAR OF PASS
SSC	SHRIMATI SAVITRIDEVI THIRANI VIDYAMANDIR VARTAK NAGAR THANE	2017
HSC	ST LAWRENCE HIGH SCHOOL AND JUNIOR COLLEGE OF SCIENCE AND COMMERCE THANE	2019
GRADUATE(BACHELOR OF COMMERCE)	JVM MEHTA DEGREE COLLEGE AIROLI	2022
CURRENTLY STUDYING MCOM (ADVANCE ACCOUNTANCY)	JVM MEHTA DEGREE COLLEGE AIROLI	2023

PERSONAL INFORMATION:

- DATE OF BIRTH : 23/04/2002
- GENDER : FEMALE
- NATIONALITY : INDIAN
- MARITAL STATUS : SINGLE

HOBBIES & INTRESTS:

- BOOK READING
- TRAVELLING
- LISTING MOTIVATIONAL STORY

LANGUAGES:

- ENGLISH
- MARATHI
- HINDI



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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/ Stu. Intern. / 33

Date: 7/6/2024

To,
CA S.A Ghutukade & Co.

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Medha Rohini More 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.

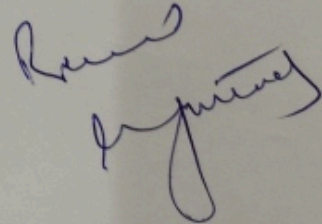
The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

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

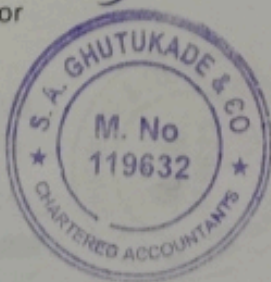




Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
<u>1</u>	MAINTENANCE OF BANK STATEMENT	BANK STATEMENT	ALL RECEIPTS & PAYMENT ENTRY WITH CASH/BANK WITH BANK RECONCILIATION	PREPARATION OF BANK STATEMENTS OF ENTIRE YEAR
<u>2</u>	ACCOUNT TRAINEE	SALES & PURCHASE ENTRY	CREATE COMPANY CREATE LEDGER CREATE INVENTORY	INVENTORY MANAGEMENT
<u>3</u>	INDIRECT TAX TRAINEE	GSTR-1 FILING	REG.GSTR1-FULL PROCESS AND FILING GSTR-1 WITH MORE REPORTS RECONCILIATION	APPLICATION OF GST REGISTRATION KNOWLEDGE
<u>4</u>	DIRECT TAX TRAINEE	INCOME TAX RETURN REGISTRATION	REG-PROCESS INCOME TAX FILING 1 2 3 4FULL PROCESS WITH TDS PAYMENT	KNOWING ABOUT ITR OF BUSINESS PERSON
<u>5</u>	ADMIN AND ACCOUNTS	MAINTAINING NEW YEAR BALANCE SHEET AS PER THE PREVIOUS YEAR BALANCE SHEET	ALL YEARS ENDING ENTRY AND ERRORS CORRECTION	KNOWING HOW TO PREPARING BALANCE SHEET OF COMPANIES (FINAL ACCOUNT)

[Handwritten Signature]
Signature of Industry Supervisor



(o) : 9869761697
(o) : 9082937932
(M) : 9820379340

S.A. GHUTUKADE & CO.

Chartered Accountants.

AL-1/152, Sector -17, Behind Airoli Post Office, Airoli, Navi Mumbai -400708

NAME & ADDRESS OF ORGANIZATION :

SHIVAJI GHUTUKADE

AL1/152 PRAJAKTA APT. NEAR POST OFFICE,

AIROLI, NAVI MUMBAI, MAHARASHTRA- 400708.

S. A. GHUTUKADE & COMPANY

Name of the Student	MEDHA ROHINI MORE
Roll Number	319
Name of Course	MCOM (PART1)
Date of Commencement of Training	2 ND MAY 2024
Date of Completion of Training	31 ST MAY 2024

Month and Year:

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

Your faithfully

For S.A.GHUTUKADE & CO.
CHARTERED ACCOUNTANTS

For S. A. GHUTUKADE & CO.
CHARTERED ACCOUNTANTS

S. A. Ghutukade
Proprietor



(o) : 9869761697

(o) : 9082937932

(M) : 9820379340

S.A. GHUTUKADE & CO.

Chartered Accountants.

AL-1/152, Sector -17, Behind Airoli Post Office, Airoli, Navi Mumbai -400708

Student Name: MEDHA ROHINI MORE Date: 11/06/2024
Work Supervisor: SHIVAJI GHUTUKADE Title: CHARTERED ACCOUTANT
Organization: S. A. GHUTUKADE & COMPANY
Internship Address: AL1/152 PRAJAKTA APT. NEAR POST OFFICE,
AIROLI, NAVI MUMBAI, MAHARASHTRA- 400708.
Dates of Internship: From 2ND MAY 2024 TO 31ST 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):

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

Good at work but still need to know more about technical knowledge.

Additional comments, if any:

Signature of Industry supervisor

HR Manager

For S. A. GHUTUKADE & CO
CHARTERED ACCOUNTANTS

[Handwritten Signature]
Proprietor



Appendix VIII: Student Feedback of Internship

Student Name: MEDHA ROHINI MORE Date: 11/06/2024
 Industrial Supervisor: SHIVAJI GHUTUKADE Title: CHARTERED ACCOUNTANT
 Supervisor Email: sghutukade0306@gmail.com Internship is: Paid
 Organization: S A GHUTUKADE & COMPANY
 Internship Address: AL1/152 PRAJAKTA APT. NEAR POST OFFICE,
 AIROLI, NAVI MUMBAI, MAHARASHTRA- 400708.
 Faculty Coordinator: SAKSHI AWARE Department: CHARTERED ACCOUNTANT
 Dates of Internship: From 2ND MAY 2024 TO 31ST 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 involve			✓		
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

• 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?

→ ME AND MY SUBORDINATORS BOTH WERE ENGAGED IN THE WORK AS I WAS NEW TO IT SO IT WAS HARD THAT'S WHY SOME TIME MADE MISTAKE ALSO NOT ABLE TO COMPLETE SOME GOAL PROPERLY

• In what areas did you most develop and improve?

→ ACCOUNTS, COMMUNICATION SKILL, DEMONSTRATES CREATIVITY

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

→ SUPERVISOR AND ALL OTHER MEMBER WERE VERY FRIENDLY AND SUPPORTING NATURE.

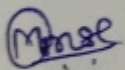
• What did you dislike about the internship?

→ NOTHING

• Considering your overall experience, how would you rate this internship? (Circle one). -Satisfactory/
Good/ Excellent

→ GOOD

• 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?)



<Signature of Student>

<Name, Roll number, Date>

Medha Rohini More

319

12/06/2024