



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: NANDINI KISANVIR LOTEKAR

Class: MCOM PART I

Roll No: 315

**Residential Address: SANJAY HEIGHT ROOM NO. 202 JIJAMATA NAGAR NEAR D-MART
GHANSOLI GAON NAVI MUMBAI 400701**

Email ID: nandinilotekar@gmail.com

Contact Number: 8104761195

Aadhar Number: 620694804013

PAN Number: BRZPL1002J

Name of organization/ Institute: S. A. GHUTUKADE & COMPANY CHARTED ACCOUNTANT

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

NANDINI LOTEKAR

Accountant

8104761195

LinkedIn/Portfolio

@nandinilotekar@gmail.com

Maharashtra Navi Mumbai, India

NL

SUMMARY

I am seeking an internship opportunity at an accountancy firm. I am a keen learner and enjoy solving math problems. I am eager to learn and gain knowledge along side my Mcom at jvm mehta college.

EDUCATION

Graduation

SNDT University

07/2023

Currently studying Mcom part 1

JVM Mehta college , Navi Mumbai

08/2023

Institute Of Cost Management Accountant
Inter group 1 exam is given in July 2023 and
group 2 exam is on December 2023

School or University

Date period

Cost Accountant Foundation

Institute of Cost and Management Accountant Of India

2022

Ssc

St. Columba school

03/2018

PASSIONS

Volleyball Sport,
Sketching, Rangoli
Art, Historical books

LANGUAGES

English

Advanced



Marathi

Native



Hindi

Proficient



SKILLS

Team work, Good Communication,

Solving Math Problems



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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/ 24-25/5+U. Intern. 36

Date: 7/6/2024

To,
CA S. A. Ghutukade & Company

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Nandini Kisanvir Lotekar 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



(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, MAHARSHTRA-400708

Name of the Student	NANDINI KISANVIR LOTEKAR
Roll Number	315
Name of Course	MCOM(PART1)
Date of Commencement of Training	17 TH MAY 2024
Date of Completion of Training	14 TH JUNE 2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	-	-	-	-	-	-
2	-	-	-	-	-	-
3	-	-	-	P	P	P
4	P	P	P	P	P	P
5	P	P	P	P	P	P
6	P	P	P	P	P	P
7	P	P	P	P	P	-
8						
9						
10						
11						
12						

Name and Signature with date of Internship Supervisor

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: NANDINI KISANVIR LOTEKAR _____ Date: 14/06/2024 _____

Work Supervisor: SHIVAJI

GHUTUKADE Title: CHARTERED ACCOUTANT

Organization: S.A.GHUTUKADE& COMPANY

Internship Address: AL1/152 PRAJAKTA APT, NEAR POST OFFICE, AIROLI, NAVI MUMBAI, MAHARSHTRA-400708

Dates of Internship: From 16TH MAY 2024 _____ To 14TH JUNE 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 problem effectively				√

Isself-reliant			√	
Communicateswell		√		
Writeseffectively			√	
Hasaprofessional attitude		√		
Givesa professional appearance			√	
Is punctual		√		
Usetime effectively			√	

Overall performance of student intern (circle one):

(Needsimprovement/Satisfactory/**Good**/Excellent)

Additionalcomments,if any:

SignatureofIndustry supervisor_____

HR Manager_____

For S. A. GHUTUKADE & CO
CHARTERED ACCOUNTANTS

S. A. Ghutukade
Proprietor



4.6. Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: NANDINI KISANVIR LOTEKAR _____ Date: 14TH JUNE 2024

Industrial Supervisor: SHIVAJI GHUTUKADE _____ Title: CHARTED 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: CHARTED ACCOUNTANT

Dates of Internship: From 17TH MAY 2024 _____ To 14TH JUNE 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 communications 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?

- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your internship?
- What did you dislike about the internship?
- 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?)

<Signature of Student>

<Name, Roll number, Date>


Nandini Kisanvir Lotekar
315
14/06/2024