



## **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: Prajapati Neelam harinath**

**Class: m. com part 1**

**Roll No: 326**

**Residential Address: Jay Vijay chawal shankar nagar chinchpada Airoli navi Mumbai  
400708**

**Email ID: neelamprajapati860@gmail.com**

**Contact Number: 9321613036**

**Aadhar Number: 439326169544**

**PAN Number:**

**Name of organization/ Institute: shubhechha fabricators**

**Address of Organization/ Institute: bldg 0742/002 ganpati colony sec I airoli navi Mumbai  
400708**



# 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/ Collegel/ 24-25/ Mcom/ Internship/ 68

Date: 14/6/24

To,  
Shubhecha Fabricators  
Building no. 0742/002  
Ganpati Colony, LOC  
Sect. 1,  
Airoli

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Neelam Prajapati 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. R. Deshpande  
I/c Principal



# **Neelam Harinath Prajapati**

Jai Vijay Chawl , Ganesh Nagar , Near MIDC Road,  
Chinchpada , Airoli , Navi Mumbai :-400708

9321613036 | [neelamprajapati860@gmail.com](mailto:neelamprajapati860@gmail.com)

## **Education**

**Maharashtra State Board**

S.S.C

**Maharashtra State Board**

H.S.C

**Mumbai University**

Bachelor of Accounting and Finance (BAF)

**Professional Knowledge**

Basic Of Computer Knowledge

## **Experience**

Fresher

## **Skills**

Communication Skills

Hard Working

Creativity

**Personal Information**

**Father's Name :-** Harinath Prajapati

**Date Of Birth :-** 14 Aug 2001

**Gender :-** Female

**Nationality :-** Indian

**Marital Status :-** Unmarried

**Language :-** Hindi , English

**Interest :-** Cooking Food , Reading Book And Writing

**Declaration**

“I hereby declare that all the information furnished above is true to the best of my belief.

## Appendix

### 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 VI: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization:

\_shubhechha fabricators \_

Bldg 0742/002 Ganpati Colony sector 1

Airoli Navi Mumbai 400708

Name of the Student	Prajapati Neelam harinath
Roll Number	326
Name of Course	M . Com PART 1
Date of Commencement of Training	1-may - 2024
Date of Completion of Training	1- June - 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.



Name and Signature with date of Internship Supervisor \_\_\_\_\_

## 1.2. Appendix VII: Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: Prajapati Neelam harinath Date: 14- 06 - 2024

Work Supervisor: Rajaram Yadav Title: Accountant

Organization: shubcehha fabricators

Internship Address : bldg 0742/002 ganpati colony sec I airoli navi Mumbai 400708

1- Dates of Internship: From 01 - may - 2024 To 1- 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 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

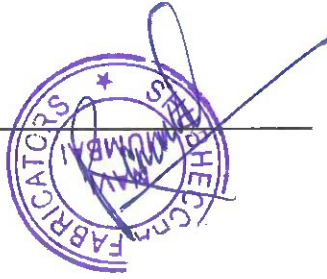
(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

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



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



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

(To be filled by Students after Internship completion)

Student Name: \_\_\_\_\_ Prajapati Neelam harinath \_\_\_\_\_ Date: \_\_\_\_\_ 14- 06 - 2024 \_\_\_\_\_

Work Supervisor: \_\_\_\_\_ Rajaram yadav \_\_\_\_\_ Title: \_\_\_\_\_ accountant \_\_\_\_\_

Organization: \_\_\_\_\_ shubhechha fabricators \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Internship is: \_\_\_\_\_ Paid  \_\_\_\_\_ Unpaid \_\_\_\_\_

Internship Address : bldg 0742/002 ganpati colony sec I airoli navi Mumbai 400708\_

Dates of Internship: From \_\_\_\_\_ 01 - may - 2024 \_\_\_\_\_ To \_\_\_\_\_ 1- June - 2024 \_\_\_\_\_

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

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?)

<Signature of Student>

<Name, Roll number, Date>