



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: - Pratiksha Arun Lambe.

Class:M.com, Part-I

Roll No:314

Residential Address: -Dattaguru Hight, Flat no: - 305,

Gothiwali goan, Rabale,400701.

Email ID: -lambe.pratiksha@gmail.com

Contact Number: -8693061764

Aadhar Number:4344 8394 2119

PAN Number:AUUPL6435A

Name of organization/ Institute: - Nexpro Systems Private Limited, (Agilent Technologies)

Address of Organization/ Institute: - Nexpro Systems Private Limited, 311, Marine,

Chambers, Churchgate – 400020.



MISS. PRATIUKSHA ARUN LAMBE.

Contact No.: - 869306764

E-Mail ID:- lambe,pratiksha@gmail.com

Address: - Datta guru Hight,305,
Rabale, New Mumbai,400701.



Post Graduate Accounting & Finance Management - I {Fresher}

Objective: -

To secure a summer internship position at Agilent Technologies where I can gain hands-on experience and further develop my skills in Agilent Technologies.

Educational Qualification: -

Academic Profile			
Exam Passed	University	Year	School & College
Bachelor's in accounting & finance (BAF)	Mumbai	2020	Jvm's Mehta College
H.S.C.	Mumbai	2017	Jvm's Mehta College
S.S.C.	Mumbai	2015	Saraswati Vidyalaya

Other Qualification:-

- > MSCIT
- > Tally ERP
- > English Typing 30wpm & 40wpm

Interests: -

- ❖ Carrom
- ❖ Cooking
- ❖ Listening Music
- ❖ Badminton

Personal Skill:-

- Word
- Honesty
- PowerPoint
- Excel
- SAP call closing
- Team Spirit
- Accepting Challenge
- Communication and problem solving
- Extra circular activities
- Data Analysis
- Research
- Excel

Personal Information:-

Date: - 7th July 1999

Nationality: - Indian

Gender: - Female

Marital Status: - Unmarried.

May month of Internship: -

May-2024

Companies: - Treasury, Its & QC Department.

- To understand the role of Treasury & Department
- Understanding the domestic market instrument related to treasury management like money market, vendor communication it maintains the regulatory aspects like SLR, KPI etc...

Date: - 12th June 2024.

Place: - Rabale.





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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_collegeairoll@yahoo.co.in

Website: www.jnanvikasmandal.com

Ref. No.: JVM/ College/ 24 - 25/ Stu. Intern/ 24

Date: 7/6/2024

To,
The General Manager (HR)
Agilent Technologies

Subject: Relieving letter of student

Dear Sir,

We would like to inform you that Ms. Pratiksha A. Lambe 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.

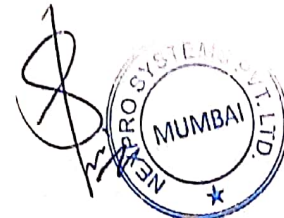
You are requested to evaluate the student's performance in our format. We are providing attendance sheet & Supervisor Evaluation of Intern.

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



4.5. Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
1st Week	SOP Read	It helps admission committees understand why you want to study a particular course at their institution	Key Learnings Briefly introduce yourself and your background.	Define specialized terms if needed.
1st Week	Step-by step operating procedure	Guidance on engineering and ventilation controls	Describe the steps, order, and methodology for the process.	Describe roles and responsibilities of involved individuals.
2nd Week	Documentation	Provide relevant history about the organization. Include details date, the company's purpose statement	Consider who will read your documentation. Is it for other developers, end-users, . .	Use code snippets, diagrams, and practical examples to illustrate concepts
3rd week	Smartsheet Update	Record daily activities, including project or task names, start/end times, total hours worked, and any comments	Clearly present the main takeaways. Use bullet points to numbered lists for clarity	In the provided text box, enter your additional remarks
4th Week	Observing Vendor Dealing and drafting	organization's needs, quality requirements, and alignment with strategic goals.	learning objectives and break them down into specific topics	Recommend improvements in processes, timelines, or quality.
5th Week	Monthly update	Include relevant performance metrics or key performance indicators	Highlight achievements, milestones, and completed tasks.	Compare them to previous months or targets.



Signature of Industry Supervisor

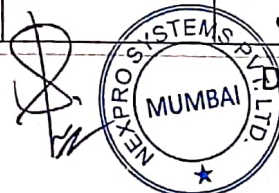
4.7. Appendix VII: Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: Pratiksha Arun Lambe Date: 12-06-2024
 Work Supervisor: Raviraj Patil Title: _____
 Organization: Agilent Technologies
 Internship Address: Nexpro Systems Private Limited, 311, Marine Chambers, Churchgate-400020.
 Dates of Internship: From 01st 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			✓	



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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)



Additional comments, if any:



Signature of Industry supervisor _____

HR Manager _____

Prad
12th Jun 2024