



## **JNAN VIKAS MANDAL'S**

Mohanlal Raichand Mehta College of Commerce

Jiwali 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:** priyanka Anil gupta

**Class:** M. com part 1

**Roll No:** 309

**Residential Address:** Siddhartha chawk panchshil nagar Rabale Navi Mumbai

**Email ID:** priyankagupta30318@gmail.com

**Contact Number:** 9833989125

**Aadhar Number:** 747591330564

**PAN Number:** Docpg8844h

**Name of organization/ Institute:** Arjun S Raghav Co

**Address of Organization/ Institute:** 208, arenja arcade, sector 17 vashi navi Mumbai

# Priyanka Anil Gupta

Siddharth chowk Panchshil Nagar Rabale Navi Mumbai 400701

9833989125 | priyankagupta30318@gmail.com

## Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set.

## Experience

- **CA firm** 12th jan 2022 - 20th feb 2023  
Accountant  
Job profile
  - . tally entries
  - . preparing balance sheet
  - . gst returnGSTR1 GSTR3B
  - . bank statement
  - . bank entries
- **Rising star pre-primary school**  
Teaching  
2 month experience in teaching

## Education

- **shivaji Chhatrapati shahu maharaj vidyalaya Rabale Navi Mumbai 400701** 2018  
SSC  
71%
- **Smt Sushiladevi Deshmukh Vidyalaya & Jr College** 2020  
HSC  
70%
- **Mumbai university** 2023  
B.COM accounting and finance  
76.64%

## Skills

- Diploma in computer applications

## Interests

- Designing
- Listening music

## Languages

- Hindi
- Marathi
- English



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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) (3<sup>rd</sup> Cycle)

8591431228

Email: jvm\_collegeairoli@yahoo.co.in

Website: www.jnanvikasmandal.com

Ref. No.: JVM/ College/ 2024-25/ M.Com. Intern. / 90

Date: 19/06/2024

To,  
Arjun & Raghav & Co.  
Arenja, Sector - 17,  
Vashi

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Priyanka Gupta 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. B. Deshpande  
I/c Principal



## 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>

Address of Organization 208 Arenja Arcade

sec 17 vashi navi Mumbai 400703

organisation name :- Arjun s Raghav company

Name of the Student	priyanka Anil gupta
Roll Number	309
Name of Course	M . Com PART 1
Date of Commencement of Training	1- April - 2024
Date of Completion of Training	28- May - 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	F	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: priyanka Anil gupta Date: 14 - 06 - 2024

Work Supervisor: Arjun Raghav Title: Accountant

Organization: Arjun s Raghav company

Internship Address :- 208 Arenga Arcade sec 17 vashi 400703

2- Dates of Internship: From 01 - April - 2024 To 28 - 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): 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: priyanka Anil gupta Date: 14 – 06 – 2024

Work Supervisor: Arjun Raghav Title: accountant

Organization: Arjun s Raghav company

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

Internship Address : 208 Arenja Arcade sec 17 vashi navi Mumbai 400703

Dates of Internship: From 01 - April – 2024 To 28 – May - 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				✓	



- 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>