

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 : Rajeshree Uttam Kamble

Class :- Mcom Part 1

Roll No : 311

Residential Address : Room No -601,Ambedkar Nagar ,Hanuman Galli,Div
Naka,Airoli,Navi Mumbai 400708

Email ID : rajeshreeuttamkamble123@gmail.com

Contact Number :- 7710835839

Aadhar Number :- 417399612346

PAN Number :- KMUPK2911J

Name of organization/ Institute :- Telawne Cromptek Electrical Private Limited

Address of Organization/ Institute :- R-425, MIDC,Rabale,Behind Rabale Telephone
Exchange,Thane Belapur Road,Navi Mumbai -400701.

MS.RAJESHREE UTTAM KAMBLE

EmailId:-rajeshreeuttamkamble123@gmail.com

ContactNo:-+91-7710835839

OBJECTIVES:-

To continue to Work in challenging and fast paced environment. I am a creative person generally adaptable and have pragmatic approach towards life. Apart from this I am accustomed of getting acquainted to new thing and people. I am an initiator and resilient in nature and love to earn on regular basis.

ACADEMIC QUALIFICATIONS:-

SR.NO	NAME OF EXAM	UNIVERSITY BOARD	YEAR OF PASSING	RESULT
1.	S.S.C	MUMBAI	2017	PASS
2.	H.S.C	MUMBAI	2019	PASS
3.	BCOM	MUMBAI	2022	PASS

OTHER KNOWLEDGE:-

COMPUTER KNOWLEDGE:- MICROSOFT OFFICE, PRINTING & SCANNING DOCUMENTS, MAILS, INTERNET SURFING etc.

EXPERIENCE:-

ORGANISATION : - LIC OFFICE
DURATION : - 1 YEAR
DESIGNATION : - BACK OFFICE EXECUTIVE & CASHIER

ORGANISATION :-IDFC BANK FRANCHIES
DURATION : -6 months
DESIGNATION :-TELECALLER IN COLLECTION RECOVERY

ORGANISATION : -DREAM HOMES
DURATION :-FROM 2021 TO 2024.
DESIGNATION :-SALES&ADMINEXECUTIVE

ORGANISATION :- Telawne Cromptek Electrical Private Limited
DURATION :- FROM 2024 TO TILL DATE.
DESIGNATION :- Marketing Executives

PERSONALDETAILS:-

NAME :MS.RAJESHREE UTTAM KAMBLE
PERMANENTADDRESS :AMBEDKAR NAGAR,DIVA NAKA,
RABALE, NAVI MUMBAI-400701
CONTACTNO :+91-9967044523
DATEOFBRITH :02ND JULY 2002
GENDER :FEMALE.
MARTIALSTATUS :UNMARRIED
HOBBIES :LISTENING SONG S &READING BOOKS.

DATE:

PLACE:


(Signature of applicant)



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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/ 24-25/344./ Intern./ 38

Date: 7/6/2024

To,
The Manager
Telawne Cromptek Electrical Pvt. Ltd.
R-425, MIDC
Rabale

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Rajeshree Uttam Kamble 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

Received
S. R. S.



Appendix V : Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
First	Receives And distribute Communication Collect & Mail Correspondence /Copies & Stores Important Documents & Reports	Receives And distribute Communication Collect & Mail Correspondence /Copies & Stores Important Documents & Reports	Collection of data and keep records for further reference	
Second	Provides office communications support by fielding calls, answering questions, forwarding messages, confirming customer orders and keeping customers informed of order status.	Provides office communications support by fielding calls, answering questions, forwarding messages, confirming customer orders and keeping customers informed of order status.	Co ordination with all departments as per customer support	
Third	Submission of the test report on time. Follow up for payments from parties.	Submission of the test report on time. Follow up for payments from parties.	Follow for payment and provide necessary test report.	
Fourth	Attending customer enquiries, complaints	Attending customer enquiries, complaints	Handling customer complaints and forwarding to a particular department with senior support.	



 Signature of Industry Supervisor

Appendix VI: Attendance Sheet

Name & Address of Organization

Telawne Cromptek Electrical Private Limited
R-425, MIDC, Rabale, Behind Rabale Telephone
Exchange, Thane Belapur Road, Navi Mumbai -400701

Name of the Student	Rajeshree Uttam Kamble
Roll Number	311
Name of Course	M-com
Date of Commencement of Training	2 nd May 2024
Date of Completion of Training	2 nd June 2024

Month and Year:

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




Appendix VII: Supervisor Evaluation of Intern

Student Name: **-Rajeshree Uttam Kamble**

Date: **-07-06-2024**

Work Supervisor: **-Kaushal Singh**

Title: **- Manager**

Organization: **- Telawne Cromptek Electrical Private Limited**

Internship Address: **-R-425,MIDC,RabaleTelephone,Thane Belapur Road,Navi Mumbai,400701**

Dates of Internship: From **2ND May 2024** To **2ND 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			✓	

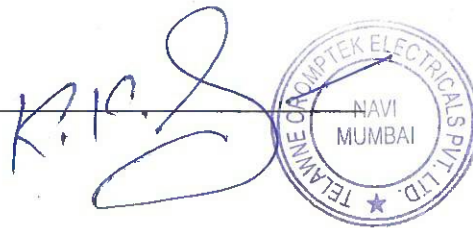
Analyzes problems effectively			✓	
Is self-reliant			✓	
Communicates well			✓	
Writes effectively			✓	
Has a professional attitude			✓	
Gives a professional appearance			✓	
Is punctual			✓	
Uses time effectively			✓	

Overall performance of student intern (circle one): Good

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry supervisor _____



HR Manager _____

Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: Rajeshree Uttam Kamble Date: 07/06/2024

Industrial Supervisor: Kaushal Singh Title: Manager

Supervisor Email: _____ Internship is:
Paid Unpaid

Organization: Telawne Cromptek Electrical Private Limited

Internship Address: R-425, MIDC, Rabale Telephone, Thane Belapur Road, Navi Mumbai, 400701

Faculty Coordinator: _____ Department: _____

Dates of Internship: From 2ND May 2024 To 2ND 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 as light degree
- No, not relate 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		<input checked="" type="checkbox"/>			
Allowed me to apply classroom theory to practice	<input checked="" type="checkbox"/>				
Helped me develop my decision-making and problem-solving skills	<input checked="" type="checkbox"/>				
Expanded my knowledge about the work world prior to permanent employment		<input checked="" type="checkbox"/>			
Helped me develop my written and oral communication skills	<input checked="" type="checkbox"/>				

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?)
 - ✓ I would like to continue the internship because there is lot more to learn

R. Kamble

<Signature of Student>

<Name, Roll number, Date>

Rajeshree Kamble / mcom part I / 311