



## **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:- SHEETAL SHIVPRASAD CHAURASIYA**

**Class:- M.COM PART 1**

**Roll No:- 304**

**Residential Address:- ROOM NO.S-8 , SECTOR 4, AIROLI, NAVI MUMBAI, 400708.**

**Email ID:- sheetalchaurasiya55@gmail.com**

**Contact Number:- 8828333414**

**Aadhar Number:- 5552 6444 0443**

**PAN Number:- CZNPC5369K**

**Name of organization/ Institute:- CA ASHISH A GUPTA & ASSOICATES**

**Address of Organization/ Institute:- FIRST FLOOR, ROW HOUSE NUMBER A6,  
SECTOR- 4, AIROLI, NAVI MUMBAI, 400708.**

Name: Sheetal Shivprasad Chaurasiya  
Address: Airoli, Navi Mumbai  
Contact No.: 8828333414/7738570030  
Email: sheetalchaurasiya55@gmail.com

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Objective:

To build a career with a dynamic managed organization that will provide ample of opportunities to grow and to reflect high standards of performance in any assignment given there by ensuring organization and personal growth.

Education Qualification:

Qualification	Year	Percentage/ CGP	Board / University
SSC	2017-2018	78.80%	Maharashtra State Board
HSC	2019-2020	72.62%	Maharashtra State Board
B.Com	2020-2023	8.39 cgpi	Mumbai University

Achievements:

1. NCC (National Cadet Cops) Cadet.

Personal:

Date of Birth: 24.12.2002  
Language Known: English, Marathi and Hindi.  
Gender: female

Working Experience: Fresher

Computer Knowledge:

Good knowledge of Microsoft word, excel, and outlook. Ability to prepare and present Presentation on Microsoft PowerPoint.  
Capable of browsing the internet through different browsers like internet explorer, Mozilla Firefox and Google Chrome.

Strengths:

Ability to work in team.

Excellent communication and interpersonal skills.

Can quickly adapt to a new environment.

Passionate about work.

Ambitious, Quick Learner, Hardworking and result oriented.

Interest and activities:

Reading books, dancing, exploring new things , Singing , Painting.

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I undersigned & want to inform you that the above information is genuine & true according to my knowledge. If I get a chance I will surely deliver my best performance from my loyalty , innovation and dedication to extreme organization

Date: 10/06/2024

Place: Mumbai

(Sheetal Chaurasiya)





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**Mohanlal Raichand Mehta College of Commerce**  
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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](mailto:jvm_collegeairoli@yahoo.co.in)

Website: [www.jnanvikasmandal.com](http://www.jnanvikasmandal.com)

Ref. No.: JVM/ College/ 24-25/ 544/ Jn+e+g. / 29

Date: 7/6/2024

To,  
CA Ashish Arvind Gupta & Assoc.  
Row House no. A6, Sector -4  
Airoli

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Sheetal Chaurasiya 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.

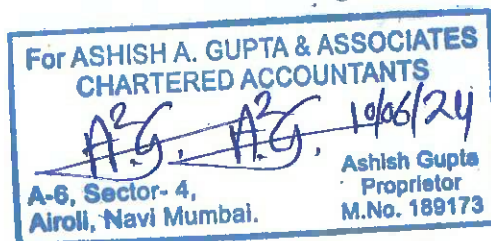
You are requested to evaluate the student's performance in our format. We are providing attendance sheet & Supervisor Evaluation of Intern.

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

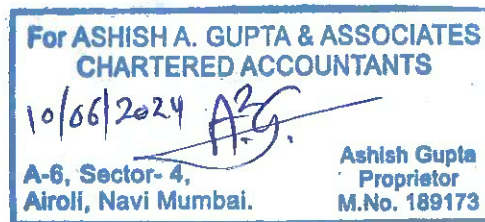


#### 4.5. Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
01/05/2024 to 07/05/2024	Accounting	Bank Entries, sale and Purchase Bill Entry, GST Registration	To Maintain Appropriate Data in Tally EPR And MS Office	
08/05/2024 to 15/05/2024	Accounting	Bank Entries, sale and Purchase Bill Entry, GST Registration	Filling Of Monthly GST Data (Gstr-1&Gstr3B)	
16/05/2024 to 23/05/2024	GST	GST Return	Filling Of Monthly GST Data (Gstr-1&Gstr3B)	
21/05/2024 to 23/05/2024	Income Tax	Collection Of Data Form Clients Regarding IT Return	Data Required For Filling OF IT Returns Like Adhar Card PAN Card Bank Statement Etc.	
25/05/2024 to 30/05/2024	TAX Audi	Basic Step Required to Complete The Audit Work Process	Uses Of Computax For Colleting GST Data And Mismatch	
31/05/2024 to 05/06/2024	All the Above Work			

Signature of Industry Supervisor:-

*A.G.*





**M/s. Ashish A Gupta & Associates**  
**CHARTERED ACCOUNTANTS**

**ASHISH A GUPTA & ASSOCIATES**  
FIRST FLOOR ROW HOUSE NO. A6  
SECTOR 4 AIROLI NAVI MUMBAI 400708.

Name of the Student	SHEETAL SHIVPRASAD CHAURASIYA
Roll Number	304
Name of Course	INTERNSHIP
Date of Commencement of Training	01-05-2024
Date of Completion of Training	01-06-2024

Month and Year:

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

Name and Signature with date of Internship Supervisor

Ashish Anand Gupta, A.G.



Row House No A-6, First Floor, Sector-04, AIROLI, NAVI MUMBAI 400708

E-mail:ashish01ca@gmail.com

Ph. 8898751351



# M/s. Ashish A Gupta & Associates

## CHARTERED ACCOUNTANTS

Student Name:- SHEETAL SHIVPRASAD CHAURASIYA

Date:- 10-06-2024

Work Supervisor:- CA ASHISH A GUPTA

Title:- ACCOUNTING

Organization:- CA ASHISH A GUPTA & ASSOCIATES

Internship Address :- FIRST FLOOR ROW HOUSE A6, SECTOR 4, AIROLI,

NAVI MUMBAI 400708

Dates of Internship :- From **01-05-2024** To **01-06-2024**

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			✓	

Row House No A6 First Floor, SECTOR-04, AIROLI, NAVI MUMBAI, THANE, MAHARASHTRA 400708

Mob. 88 98 751 351

E-mail: ashish01ca@gmail.com



# M/s. Ashish A Gupta & Associates

## CHARTERED ACCOUNTANTS

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				✓

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

*A.G.*

For ASHISH A. GUPTA & ASSOCIATES  
CHARTERED ACCOUNTANTS  
10/06/2024 *A.G.*  
A-6, Sector- 4,  
Airoli, Navi Mumbai. Ashish Gupta  
Proprietor  
M.No. 189173



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

Student Name:- SHEETAL SHIVPRASAD CHAURASIYA Date:-10-06-2024

Industrial Supervisor:- CA ASHISH A GUPTA Title:- ACCOUNTING

Supervisor Email:- ashish01ca@gmail.com Internship is:- Unpaid

Organization:- CA ASHISH A GUPTA & ASSOCIATES

Internship Address:- FIRST FLOOR ROW HOUSE NO. A6 SECTOR 4 AIROLI  
NAVI MUMBAI 400708

Faculty Coordinator:- MOONMI KAMBLE, SWATI CHAVAN Department:-ACCOUNTS

Dates of Internship:- From 01-05-2024 To 01-06-2024

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		YES			
Allowed me to apply classroom theory to practice		YES			
Helped me develop my decision-making and problem-solving skills	YES				
Expanded my knowledge about the work world prior to permanent employment	YES				
Helped me develop my written and oral communication skills	YES				
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)		YES			

Expanded my sensitivity to the ethical implications of the work involved	YES				
Made it possible for me to be more confident in new situations	YES				
Given me a chance to improve my interpersonal skills	YES				
Helped me learn to handle responsibility and use my time wisely		YES			
Helped me discover new aspects of myself that I didn't know existed before		YES			
Helped me develop new interests and abilities		YES			
Helped me clarify my career goals	YES				
Provided me with contacts which may lead to future employment	YES				
Allowed me to acquire information and/ or use equipment not available at my Institute	YES				

- 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 I feel that our faculty coordinator served as a function they have extensive knowledge experience in their field their guidance helps me to navigate complex concepts and practical application

- 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?  
was able to achieve the primary goals set at the beginning of the internship, such as completing specific projects, meeting deadlines, and producing high-quality work. I managed my tasks effectively by prioritizing them based on deadlines and importance, allowing me to stay organized and productive.

- In what areas did you most develop and improve?

I gained hands-on experience with accounting principles, including bookkeeping, ledger management, and financial statement preparation. I learned about various tax regulations and compliance requirements, assisting in tax return preparation and understanding the intricacies of tax planning. participated in audit processes, learning how to examine financial records, assess compliance with standards, and identify discrepancies

- What has been the most significant accomplishment or satisfying moment of your internship?

Playing a key role in completing a complex audit for a major client, ensuring compliance with all regulations, and receiving positive feedback from both the client and my supervisor. Identifying inefficiencies in the bookkeeping process and implementing a new system that streamlined operations, saved time, a

- What did you dislike about the internship?

Some tasks were highly repetitive and monotonous, such as data entry and routine bookkeeping, which at times felt tedious and Occasionally, the work assigned was more observational than participatory, limiting my ability to engage actively and learn through doing. The busy season brought tight deadlines and longer working hours, which could be stressful and exhausting.

- 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?)

Assigning a wider variety of tasks would keep the work more engaging and allow me to develop a broader skill set. Providing opportunities to lead small projects or tasks would enhance my leadership and decision-making skills. Scheduled regular meetings with my professors to discuss progress, challenges, and learning outcomes could provide valuable insights and support. Implementing a more structured supervision plan with regular check-ins and progress reviews would ensure I stay on track and receive timely feedback.



Sheetal Shivprasad Chaurasiya

Roll number : 304 ,Date :10/6/2024