



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: SOURAV DILIP PATIL

Class: M.COM PART-1

Roll No: 346

Residential Address: T-143 SECTOR NO-4, NEAR DURGAMATA MANDIR ROAD

AIROLI NAVI MUMBAI 400708.

Email ID: souravpatil17319@gmail.com

Contact Number: 9987978996

Aadhar Number: 5428 2259 2797

PAN Number: GATPP3013H

Name of organization/ Institute: AMRUTA INDUSTRY

Address of Organization/ Institute: PLOT NO - W-262 (A) TTC INDUSTRIAL MIDC.

4.6. Appendix VI: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization

Ambuja Industries.
Prof No - W-262 (A) TTC Ind MIDC

Name of the Student	Sourav Dilip Patil
Roll Number	346
Name of Course	M-com part-1
Date of Commencement of Training	1-May-2024
Date of Completion of Training	31-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	P	NA
4	P	A	P	P	P	NA
5	P	P	P	P	P	NA
6	P	P	P	P	P	NA
7	P	P	P	P	P	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 _____



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

Sachin P

HR Manager

DMP



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?
- 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?

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

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
1	Training period	Heading office and introducing myself.	Typing speed	Trying to get into nature work
2	Training period	Greeting information about work	Typing speed improvement	Trying to get into nature work
3	Handling office files	Gathering knowledge about type of file	Record maintenance	knowing about work load of com
4	learning the acceptance and rejection of mail	Gathering knowledge about mail	online record checking	online work presser
5	Maintenances of Account office	Doing accounts of small billed	Accounting of real company	Application of account knowledge
6	Maintenances of Account office	Doing account of billed work	Accounting of real company	Application of account knowledge.

Signature of Industry Supervisor





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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/ MIDC/169

Date: 9/7/2024

To,
Amruta Industries
Rabale, MIDC
Rabale

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Mr. Sourav D. Patil 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. K. Deshpande
I/c Principal