

## UNDERTAKING FROM STUDENT

To,

Shabista Shaikh,  
Sales manager,  
Eagle Consumer Products Pvt. Ltd.

### Subject: Undertaking form

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 18<sup>th</sup> September 2023 to 30<sup>th</sup> September 2023

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours Sincerely,

Date: 30-09-2023

Place: Pune

AnamAmjad Shaikh



## UNDERTAKING FROM STUDENT

1.	Name of the Student	AnamAmjad Shaikh
2.	Class	T.Y.Bcom
3.	Division and Roll Number	[A] 4890
4.	Present address	34,Ghorpade Peth,Alsafa Building Near Madni Society Behind Police Chowky Lane Pune City Pune
5.	Permanent address	34,Ghorpade Peth,Alsafa Building Near Madni Society Behind Police Chowky Lane Pune City Pune
6.	Contact Number	9699283171
7.	Contact Number (Parent)	8806305434
8.	Email ID	<a href="mailto:shaikhnam2022@gmail.com">shaikhnam2022@gmail.com</a>

To,  
The Principal,  
AKI's Poona College of  
Arts, Commerce and  
Science, Pune

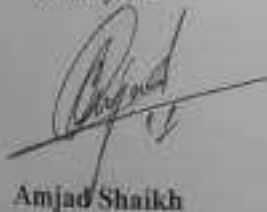
### Subject: Undertaking Form

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join EAGLE CONSUMER PRODUCTS PRIVATE LIMITED for my sixty hours internship programme during 18<sup>th</sup> September 2023 to 30<sup>th</sup> September 2023

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.


Thank you.



Amjad Shaikh

Date: 30-09-2023

Yours Obediently,



AnamAmjadShaikh



## EAGLE CONSUMER PRODUCTS PRIVATE LIMITED

501 South Block, Sacred World, Wanwadi, Pune-411 040, Tel : (020) 4670 4299  
CIN : U28998WB2021PTC242786

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student :	AnamAmjad Shaikh
2. Name of the College :	AKI's Poona college of Arts, Commerce and Science
3. Division and Roll Number :	[A] 4890
4. Address :	34,Ghorpade Peth,Alsafa-Building Near Madni Society Behind Police Chowky Lane Pune City Pune
5. Contact Number :	9699283171
6. Email ID :	<a href="mailto:shaikhanm2022@gmail.com">shaikhanm2022@gmail.com</a>
7. Special Subject :	Banking and Finance
8. Internship start date :	18 <sup>th</sup> September, 2023
9. Internship end date :	30 <sup>th</sup> September, 2023



## EAGLE CONSUMER PRODUCTS PRIVATE LIMITED

501 South Block, Sacred World, Wanwadi, Pune-411 040, Tel : (020) 4670 4299

CIN : U28998WB2021PTC242786

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of Work Done	Signature of Officer	Signature of Student
	From	To				
18/09/2023	10:00	16:00	6	Training and Orientation	<i>Shabista</i>	<i>[Signature]</i>
19/09/2023	10:00	16:00	6	Training		<i>[Signature]</i>
20/09/2023	10:00	16:00	6	Data Entry		<i>[Signature]</i>
21/09/2023	10:00	16:00	6	Order Processing		<i>[Signature]</i>
22/09/2023	10:00	16:00	6	Customer Support		<i>[Signature]</i>
23/09/2023	10:00	16:00	6	Sales Support		<i>[Signature]</i>
24/09/2023	10:00	16:00	6	Administrative Tasks		<i>[Signature]</i>
25/09/2023	10:00	16:00	6	Documents Preparing		<i>[Signature]</i>
26/09/2023	10:00	16:00	6	Database Maintaining		<i>[Signature]</i>
27/09/2023	10:00	16:00	6	Data Entry		<i>[Signature]</i>
28/09/2023	10:00	16:00	6	Order Processing		<i>[Signature]</i>
29/09/2023	10:00	16:00	6	Customer & Sales Support		<i>[Signature]</i>
30/09/2023	10:00	16:00	6	Documents Archiving		<i>[Signature]</i>

Certified that ANAM AMJAD SHAIKH has satisfactorily completed the internship programmed assigned to her.

*Shabista*

Shabista Shaikh,  
Sales Manager



## EAGLE CONSUMER PRODUCTS PRIVATE LIMITED

501 South Block, Sacred World, Wanwadi, Pune-411 040, Tel : (020) 4670 4299  
CIN : U28998WB2021PTC242786

### FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1.	Name of the Supervisor/ Officer	Shabista Shaikh
2.	Department	Sales Department
3.	Designation	Sales Admin.
4.	Name of the Student	AnamAmjad Shaikh
5.	Name of the College	AKI's Poona college of Arts, Commerce and Science
6.	Roll Number	[A] 4890
7.	Special Subject	Banking and Finance

#### Part - A - Individual Ranking (Please tick the suitable checkbox)

Sr. No	Parameter for Feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1.	Domain Knowledge	<input checked="" type="checkbox"/>				
2.	Communication Skills	<input checked="" type="checkbox"/>				

3.	Punctuality and Dedication	✓				
4.	Ability to work in teams	✓				
5.	Problem solving skills	✓				
6.	Quality of work done	✓				
7.	Effectiveness	✓				
8.	Efficiency	✓				
9.	Ability to take initiative	✓				
10.	Positive attitude	✓				
11.	Appearance	✓				
12.	Using full potential at work	✓				
13.	Work habits	✓				
14.	Honesty and integrity	✓				
15.	Creativity	✓				

Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Strengths	<ol style="list-style-type: none"> <li><b>Punctuality:</b> The employee demonstrates a strong commitment to being on time, which reflects reliability and discipline.</li> <li><b>Dedication:</b> Showing dedication implies a strong work ethic and a willingness to invest time and effort into tasks and projects.</li> <li><b>Ability to Learn:</b> The employee possesses a positive attitude towards learning new things, indicating adaptability and a growth mindset.</li> <li><b>Communication Skills:</b> Good communication skills are essential for effective collaboration and conveying ideas clearly, which can contribute positively to team dynamics and project outcomes.</li> </ol>
Weaknesses	<ol style="list-style-type: none"> <li><b>Software Skills:</b> The employee faces challenges with software, suggesting a potential area for improvement or training. This weakness could hinder efficiency and productivity in tasks requiring software utilization.</li> <li><b>Limited Soft Skills:</b> While communication skills are noted as a strength, there may be room for improvement in other soft skills such as interpersonal skills, conflict resolution, or leadership abilities.</li> </ol>
Opportunities	<ol style="list-style-type: none"> <li><b>Training and Development:</b> Providing opportunities for the employee to enhance their software skills through training sessions or workshops could help bridge the gap and improve overall productivity.</li> <li><b>Mentorship:</b> Pairing the employee with a mentor who excels in software proficiency could offer guidance and support in overcoming software-related challenges.</li> <li><b>Cross-Functional Collaboration:</b> Encouraging collaboration with colleagues who excel in areas where the employee may have weaknesses could foster knowledge sharing and skill development.</li> </ol>
Challenges	<ol style="list-style-type: none"> <li><b>Time Management:</b> Maintaining punctuality and dedication while also addressing weaknesses and pursuing opportunities for growth may require effective time management strategies.</li> <li><b>Overcoming Software Challenges:</b> Overcoming the employee's struggles with software may require patience, consistent effort, and targeted support from both management and colleagues.</li> <li><b>Balancing Soft Skills Development:</b> While focusing on improving software skills, it's important not to neglect the development of other soft skills that are also crucial for professional success and teamwork.</li> </ol>

**Part C – Suggestions to make the internship programme more productive and effective.**

**1. Pre-Internship Orientation:**

Conduct a thorough orientation session before the internship begins to familiarize students with the company's culture, expectations, and the nature of their roles.

Provide information on the internship objectives, deliverables, and key performance indicators to set clear expectations from the outset.

**2. Tailored Internship Projects:**

Design internship projects that align with the students' academic background and career aspirations, ensuring they can apply their theoretical knowledge to practical scenarios.

Offer a variety of project options to cater to diverse interests and skill sets, allowing students to choose projects that resonate with their passions.

**3. Regular Feedback Mechanisms:**

Establish a structured feedback mechanism where interns receive regular feedback on their performance from supervisors or mentors.

Encourage open communication channels for interns to ask questions, seek guidance, and address any challenges they encounter during the internship.

**4. Mentorship Program:**

Pair each intern with a dedicated mentor within the company who can provide guidance, support, and career advice throughout the internship period.

Foster a mentorship culture that encourages knowledge sharing, skill development, and professional growth among interns and mentors alike.

**5. Hands-On Training Opportunities:**

Offer hands-on training sessions or workshops to equip interns with the necessary technical skills and tools required to excel in their roles.

Provide access to relevant resources, software, and technologies to facilitate learning and experimentation during the internship.

**Part D – Changes required in the curriculum to improve employability of students.**

**1. Integration of Practical Skills:**

Incorporate more hands-on learning experiences, such as internships, co-op programs, or industry projects, to provide students with real-world exposure and practical skills relevant to their chosen fields.

**2. Industry-Relevant Courses:**

Review and update the curriculum regularly to ensure it reflects the latest industry trends, technologies, and best practices.

Introduce courses or modules focusing on emerging areas like data science, artificial intelligence, cybersecurity, and sustainability, which are in high demand across various industries.

**3. Soft Skills Development:**

Integrate soft skills training into the curriculum to help students develop essential competencies such as communication, teamwork, problem-solving, adaptability, and leadership.



Offer workshops, seminars, or extracurricular activities that focus on enhancing interpersonal skills, emotional intelligence, and cultural competence.

4. **Career Readiness Programs:**

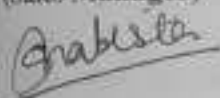
Implement career readiness programs that provide students with guidance on resume writing, job search strategies, interview skills, networking, and professional etiquette. Offer career counseling services to help students explore their interests, strengths, and career pathways, and make informed decisions about their future careers.

5. **Entrepreneurship Education:**

Introduce courses or workshops on entrepreneurship to foster an entrepreneurial mindset among students and equip them with the knowledge and skills needed to start and manage their own businesses.

Provide resources, mentorship, and networking opportunities to support aspiring entrepreneurs and help them turn their innovative ideas into viable ventures.

Shabista Shaikh  
(Sales Manager)



Date of Review: 30-09-2023

## STUDENT FEEDBACK FORM

1. **Name of the Student** AnamAmjad Shaikh
2. **Class** T.Y.Bcom
3. **Division and Roll Number** [A] 4890
4. **Present Address** 34,Ghorpade Peth,Alsafa Building Near Madni Society Behind Police Chowky Lane Pune City Pune
5. **Contact Number** 9699283171
6. **Email ID** shaikhanm2022@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No	Parameter	Response
1.	The pre- internship training provided by the college was very useful	6
2.	I was properly introduced to the task assigned to me in the organization	10
3.	I was given proper guidance to carry out my responsibility	10
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	10
6.	My supervisor / officer addressed to my queries/ doubts quickly	10
7.	I received due respect from my colleagues in the organisation	10
8.	The contents of the syllabus match with the practical work	9

9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	8
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

To make the college internship program more productive and effective, here are some suggestions:

**1. Pre-Internship Orientation:**

Ensure that students receive a comprehensive orientation before starting their internships. This orientation should cover expectations, goals, responsibilities, and any necessary skills or knowledge they'll need during their internship.

**2. Pre-Internship Training:**

Offer training sessions or workshops to prepare students for their internships. This could include resume writing, interview skills, professional communication, workplace etiquette, and relevant technical skills.

**3. Regular Check-ins and Support:**

Designate faculty or staff members to serve as internship supervisors or mentors. Encourage regular check-ins with students and internship providers to monitor progress, address any challenges, and provide support and guidance as needed.

**4. Feedback Mechanism:**

Establish a feedback mechanism where students can provide feedback on their internship experiences, and internship providers can provide feedback on the students' performance. Use this feedback to continuously improve the internship program.

Please give your overall feedback about your experience during the internship (Not mentioned above).

To enhance the productivity and effectiveness of the college internship program, it's essential to establish clear guidelines and objectives for both students and participating organizations. This includes outlining specific goals, expected deliverables, and evaluation criteria. Additionally, pre-internship activities such as orientation sessions, resume building workshops, and mock interviews can better prepare students for the internship experience and help them secure suitable placements aligned with their career interests.

Communication channels between students, faculty advisors, and internship supervisors should be strengthened through regular check-ins and feedback sessions. These interactions can help monitor progress, address challenges, and provide guidance throughout the internship period. Encouraging students to maintain reflective journals or portfolios to document their experiences and skills gained can aid in their personal and professional development.

Furthermore, integrating opportunities for skill development and training relevant to the internship field is crucial. This might involve organizing technical workshops, seminars by industry professionals, or providing access to online learning platforms. Networking

opportunities such as industry mixers or alumni panels can also help students expand their professional connections and gain valuable insights.

Post-internship activities like debriefing sessions and presentations allow students to reflect on their experiences, share learnings with peers, and receive constructive feedback. Additionally, creating avenues for students to showcase their internship projects or findings, such as through a symposium or publication, can validate their contributions and enhance the overall impact of the internship program.

By implementing these measures, colleges can ensure that their internship programs not only fulfill academic requirements but also provide valuable learning experiences that prepare students for future career endeavours.



Anam Amjad Shaikh  
(Date) 30-09-2023



## EAGLE CONSUMER PRODUCTS PRIVATE LIMITED

501 South Block, Sacred World, Wanwadi, Pune-411 040, Tel : (020) 4670 4299  
CIN : U28998WB2021PTC242786

Prof. Dr. Aftab Anwar Shaikh

I/C Principal

Poona College of arts commerce and science (senior college) camp,

Pune- 411001

Dear Sir,

**Subject: Internship Completed by Ms. Anam Shaikh, B.com student.**

With reference to your letter dated 20th September, 2023. We are pleased to inform you that Ms. Anam Shaikh, B.com. Student of your college has successfully completed her internship in our company. The internship period was from 18.09.2023 to 30.09.2023.

During the period of internship, Ms. Anam Shaikh had hands-on experience in Documentation and Filing, Complete the day to day sale, Collecting follow ups and many more. She has also gained knowledge about Data collection, different ways to approach clients and provide solutions based on their problems.

Ms. Anam Shaikh has executed this work in our company with great interest and enthusiasm. We wish her great success in her studies and future career.

Sincerely,

Shabista Shaikh



Eagle Consumer Products Pvt Ltd

[Asst. Manager-Sales Admin]

**A S Gandhi & Associates**  
Chartered Accountants

Flat No. D-902, Shree Shantinagar Cooperative Housing Society,  
Sr. No. 63/1/3A, Katraj Kondhwa Road, Pune 411048  
Email ID: [caamitgandhi@gmail.com](mailto:caamitgandhi@gmail.com) Mobile: 8329594832, 9422085775

**EXPERIENCE LETTER**

DATE : 19/12/2023.

It is hereby certify that Mr. Imran Amjad Pathan has completed 60Hr of internship and he is working as junior accountant, Filing Income tax returns, Filing GST returns & preparing financial statements with A S Gandhi & Associates from 12/12/2023 to 19/12/2023

During his employment, we found Mr. Imran Amjad Pathan to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. He has a friendly, outgoing personality, very good sense of humor and works well as an individual or member of the team as required by management.

Overall, Mr. Imran Amjad Pathan performed his duties and responsibilities cheerfully with attention to detail at all times. With his enthusiasm to work, learn and progress, I am certain that he would be make a great employee to any enterprises Please feel free to contact us if you have specific question regarding his employment. On behalf of the company, I take his opportunity to wish Mr. Imran Amjad Pathan all the very besting his future career endeavors.

Warm regards,

For A S GANDHI & ASSOCIATES  
CHARTERED ACCOUNTANTS

Amit S. Gandhi  
Proprietor  
Mem. No. 112190

From A S Gandhi & Associates





Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

75  
Anniversary  
Anvita Mahatma

- Affiliated to Savitribai Phule Pune University: ID No PU/PNI/ASC/023/1970
- UGC - 2(f) & 12 (B) Status • DST • FIST Funded College
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority College



K. B. Hidayatullah Road, Camp,  
Pune - 411001 (MS) India

+91-20-2645 4240  
2644 6319.

principal@poonacollege.edu.in  
www.poonacollege.edu.in

Academic Year 2023-2024

T.Y.B.Com

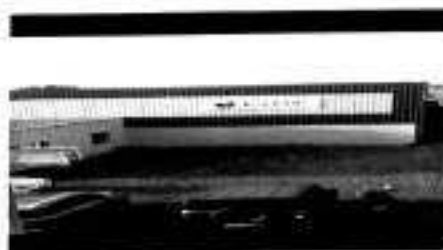
Internship

Part B- Proposed Plan of Internship Programme

Under Choice Based Credit System Pattern-2019

- ❖ Name of the student : Vaibhav Nivrutti Mortole
- ❖ Class: T.Y.B.Com
- ❖ Semester: VI
- ❖ Division: A
- ❖ Roll No.: 4859
- ❖ Name of the Special Subject: Banking and Finance-II & Banking and Finance-III
- ❖ Name of Guide: Asst. Prof. M. Shahid Ansari  
Asst. Prof. Vidyasagar Singaram
- ❖ Date: \_\_\_\_\_
- ❖ Exam Seat Number: 12805

Please attach your best photo of primary discussion with owner of organization where the internship is proposed to be carried out



### UNDERTAKING FROM STUDENT

1. Name of the student: Vaibhav Nivrutti Mortole
2. Class: T.Y.B.Com.
3. Division and Roll Number: 4859
4. Present Address: Tukaitekdi, Hadapsar
5. Permanent Address: Tukaitekdi, Hadapsar
6. Contact Number: 8600583928
7. Contact Number (Parent):
8. Email ID: vmortole@gmail.com

To,

The Principal,

AKI's Poona College of Arts, Commerce and Science

Subject: Undertaking.....

Respected Madam/ Sir,

I am studying in semester V of T.Y.B.Com. I am going to join **Fine Flute Packaging** for my sixty hours internship programme during 05<sup>th</sup> Dec 2023 to 04<sup>th</sup> Feb 2024.

I assure you that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

  
Kavita N. Mortole  
(Name & Signature of parent)

  
Vaibhav N. Mortole  
(Name & Signature of student)

Date: - 18/04/24



## UNDERTAKING FROM STUDENT

To,  
The Manager (HR),  
Fine Flute Packaging,  
Pune

Subject: Undertaking.....

Respected Madam/ Sir,

I am student of AKI's Poona College of Arts, Commerce and Science. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 05<sup>th</sup> Dec 2023 to 04<sup>th</sup> Feb 2024.

I assure that I will follow all the rules and instructions issued by you. I will be solely responsible for my behaviour and performance during the internship programme.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

  
Vaibhav N. More  
(Name & Signature of the student)

Date: .....

Place: Pune .....



- Name of the student: Vaibhav N. Martole
- Name of the College: Poona College of Arts Commerce And Science
- Address: K.B. Hidayatullah Road, Camp
- Division and Roll Number: 'A' 4859
- Contact Number: 8600583928
- Email ID: vmartole@gmail.com
- Special Subject: Banking and Finance II and III
- Internship start date: 18/01/24
- Internship end date: 16/02/24

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Student
	From	To				
18/01/24	10 am	2 pm	4	Orientation & introduction	Stay	Vaibhav
19/01/24	11 am	3 pm	4	Basic Training	Stay	Vaibhav
20/01/24	10 am	2 pm	4	Overview of Department	Stay	Vaibhav
23/01/24	9 am	1 pm	4	Explanation of Records	Stay	Vaibhav
24/01/24	10 am	2 pm	4	Learn to Basics	Stay	Vaibhav
25/01/24	10 am	2 pm	4	Learn to create Voucher & Journal	Stay	Vaibhav
26/01/24	10 am	2 pm	4	Training Session	Stay	Vaibhav
29/01/24	11 am	3 pm	4	Data entry & keeping records	Stay	Vaibhav
30/01/24	10 am	2 pm	4	Introduction to Tally	Stay	Vaibhav
31/01/24	11 am	3 pm	4	Training on Tally	Stay	Vaibhav
01/02/24	11 am	3 pm	4	Reconciliation of B.S	Stay	Vaibhav
02/02/24	11 am	3 pm	4	Learn about Accounts payable	Stay	Vaibhav
05/02/24	10 am	2 pm	4	Explore more on A.P	Stay	Vaibhav
06/02/24	10 am	3 pm	4	Learn about Accounts receivable	Stay	Vaibhav
07/02/24	9 am	1 pm	4	Learn about inventory man.	Stay	Vaibhav
08/02/24	9 am	1 pm	4	Learn to posting of transactions	Stay	Vaibhav
09/02/24	9 am	1 pm	4	Analysis of Financial report	Stay	Vaibhav
12/02/24	10 am	2 pm	4	Learn Overheads process	Stay	Vaibhav
13/02/24	10 am	2 pm	4	Introduction to Payroll	Stay	Vaibhav
14/02/24	10 am	2 pm	4	Learn to process payroll entries	Stay	Vaibhav

Address- Near Balaji Mangal Karyalay, Handalwadi Kedgaon Road, Kedgaon, Pune, Maharashtra, 412203

Email: [sales@fineflutepackaging.com](mailto:sales@fineflutepackaging.com) / [accounts@fineflutepackaging.com](mailto:accounts@fineflutepackaging.com) Mob. :- 7058001182 / 9011244667



# FineFlute

P A C K A G I N G

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Student
	From	To				
15/02/24	10 am	4 pm	4	Learn to manage Overall M/c	<i>Shay</i>	<i>Vaibha</i>
16/02/24	11 am	3 pm	4	Analysis of Progress	<i>Shay</i>	<i>Vaibha</i>
Total Hours						

Certified that Vaibhav More has satisfactorily completed the internship programme assigned to him.

*Millesh Chavhan*  
 Name & Signature  
 of supervisor

*Vinay Grome*  
 Name & Signature  
 of manager

*Pranav Walke*  
 Name & Signature of  
 section in charge



Date:

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator- Internship Programme

### Internship Programme Feedback Form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	Pranav Walke
2)	Department	Accounting Department
3)	Designation	Supervisor
4)	Name of the student	Vaibhav. N. Morfale
5)	Name of the College	Poona College of Art, Science and Commerce
6)	Roll Number	4859
7)	Special Subject	Banking and Finance II & III

#### Part A- Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge		✓			
2)	Communication Skills		✓			
3)	Punctuality & Dedication		✓			
4)	Ability to work in teams		✓			
5)	Problem solving skills		✓			
6)	Quality of work done	✓				
7)	Effectiveness	✓				
8)	Efficiency		✓			
9)	Ability to take initiative	✓				
10)	Positive attitude	✓				
11)	Appearance		✓			
12)	Using full potential at work		✓			
13)	Work habits			✓		
14)	Honesty & Integrity	✓				
15)	Creativity		✓			

Please turn over

**Part B- SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)**

Struggle with prioritizing tasks and meeting deadlines. May hesitate or second-guess decisions, especially in high-pressure situations. Actively seek opportunities to apply theoretical knowledge in real-world scenarios during the internship. Implement strategies such as double-checking work and seeking feedback to minimize errors.

**Part C- Suggestions to make the internship programme more productive and effective.**


1. Assign experienced mentors to guide interns throughout the program.
2. Acknowledge interns' contributions and achievements to boost motivation.
3. Provide necessary resources and support to help interns succeed.
4. Be flexible with schedules to accommodate interns' learning needs.
5. Give interns meaningful projects to work on, contributing to the organization.

**Part D- Changes in the curriculum to improve employability of students.**

1. Include more hands-on bookkeeping and projects.
2. Update curriculum to reflect current trends in Accounting.
3. Provide guidance and resources for students to prepare for internships.
4. Implement regular feedback sessions to assess students.
5. Establish mentorship programs where students can receive guidance and support.

Name: Pransav Walke

Designation: Supervisor

Signature of the Supervisor: 



Office Place of Review: Pune

Date of Review: 16/02/24

### STUDENT FEEDBACK FORM

1. Name of the student: Vaibhav Nivrutti Mortole
2. Class: T.Y.B.Com.
3. Division and Roll Number: 4859
4. Present Address: Tukaitekdi, Hadapsar
5. Contact Number: 8600583928
6. Email ID: vmortole@gmail.com

Please provide your rating about following aspects pertaining to your internship experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre-internship training provided by the college was useful	10
2.	I was properly introduced to the task assigned me in the organisation	9
3.	I was given proper guidance to carry out my responsibility	9
4.	My supervisor/ officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	9
6.	My supervisor/ officer addressed to my queries/ doubts quickly	9
7.	I received due respect from my colleagues in the organisation	10
8.	The contents of the syllabus match with the practical work	10
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	9
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

1. Take time to reflect what you've learnt and how can you improve.
2. Regularly ask for feedback on your work.
3. Stay motivated and enthusiastic even when faced with challenges.

Please give your overall feedback about your experience about experience during the internship (not mentioned above).

My overall experience during the internship was great. I learnt a lot, met new people & gained valuable skills for the future career.

Name of the student: Vaibhav N. Mortole

Signature: 

Date: .....





**FineFlute**  
P A C K A G I N G

To,  
The Principal,  
Akis Poona College of Arts, Science & Commerce  
Midikhana, Camp, Pune

**Subject: Internship Completion Certificate**

Dear Madam/ Sir,

I am happy to inform you that **Vaibhav Nivrutti Mortole** student of your college has successfully completed the 'Sixty Hours Internship Programme' during 05<sup>th</sup> Dec 2023 to 04<sup>th</sup> Feb 2024 in **Accounts Department** in this organisation.

The student has been provided with adequate exposure and necessary hands on training pertaining to their special subject.

I am confident that the student will perform effectively in similar type of organisations.

I wish him every success in future endeavours.

Thankyou.

Sincerely,

*Vinay Givme...*



UNDERTAKING FROM STUDENT

1. Name of the Student : Swaleha Afzal Khan
2. Class : T.Y.B.Com.
3. Division and Roll Number : 'A' 4844
4. Present address : Sai Baba nagar, Kondhwa, Pune 411048
5. Permanent address : Sai Baba nagar, Kondhwa, Pune 411048
6. Contact Number : +919823673786
7. Contact Number (Parent) : +919890073786
8. Email ID : khanswaleha259@gmail.com

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

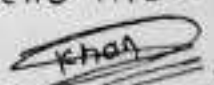
Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join Chiraag Associates for my sixty hours internship programme during 15th February 2024 to 12th March 2024

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Shubana Afzal Khan.  
S. A. KHAN  
(Name & Signature of parent)

Yours obediently,  
Swaleha Afzal Khan.  
  
(Name & signature of the student)



UNDERTAKING FROM STUDENT

To,  
The manager,  
Chiraag Associates,  
Pune - 411028

Subject : Undertaking form

Respected Sir,

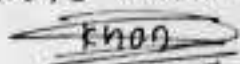
I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 15th February 2024 to 12th March 2024.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,  
Swaleha Afzal Khan.  
  
(Name & signature of  
the student)

**LOG SHEET OF WORK PERFORMED DURING INTERNSHIP**

1. Name of the Student : Swaleha Afzal Khan
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com [ A ] 4844
4. Address : Sai Baba nagar, Kondhwa, Pune 411048
5. Contact Number : +91 9823673786
6. Email ID : khanswaleha259@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship start date : 15 February 2024
9. Internship end date : 12 March 2024

**LOG SHEET OF WORK PERFORMED DURING INTERNSHIP**

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
15/02/2024	11 a.m.	1 p.m.	3	Introduction to Tally	<i>Afzal</i>	<i>Swaleha</i>
16/02/2024	11 a.m.	1 p.m.	3	ERP, i.e. how to create	<i>Afzal</i>	<i>Swaleha</i>
17/02/2024	11 a.m.	1 p.m.	3	company, creating ledger	<i>Afzal</i>	<i>Swaleha</i>
20/02/2024	11 a.m.	1 p.m.	3	Purchase and sales	<i>Afzal</i>	<i>Swaleha</i>
21/02/2024	11 a.m.	1 p.m.	3	Entries in tally	<i>Afzal</i>	<i>Swaleha</i>
22/02/2024	11 a.m.	1 p.m.	3	Journal entries	<i>Afzal</i>	<i>Swaleha</i>
23/02/2024	11 a.m.	1 p.m.	3	in tally software	<i>Afzal</i>	<i>Swaleha</i>
24/02/2024	11 a.m.	1 p.m.	3	Bank transactions	<i>Afzal</i>	<i>Swaleha</i>
26/02/2024	11 a.m.	1 p.m.	3	entry in tally	<i>Afzal</i>	<i>Swaleha</i>
27/02/2024	11 a.m.	1 p.m.	3	Bank statement	<i>Afzal</i>	<i>Swaleha</i>
28/02/2024	11 a.m.	1 p.m.	3	entry in tally	<i>Afzal</i>	<i>Swaleha</i>
29/02/2024	11 a.m.	1 p.m.	3	Journal entries of banking	<i>Afzal</i>	<i>Swaleha</i>
01/03/2024	11 a.m.	1 p.m.	3	Accounting entries	<i>Afzal</i>	<i>Swaleha</i>



## STUDENT FEEDBACK FORM

1. Name of the Student : Swaleha Afzal Khan  
 2. Class : T.Y.B.Com.  
 3. Division and Roll Number : 'A' 4844  
 4. Present address : Sai Baba nagar, Kondhwa, Pune 411048  
 5. Contact Number : +91 9823673786  
 6. Email ID : khanswaleha259@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	10
2.	I was properly introduced to the task assigned to me in the organisation	9
3.	I was given proper guidance to carry out my responsibility	9
4.	My supervisor / officer was very cooperative and supportive	9
5.	I found my task interesting and worth learning	8
6.	My supervisor / officer addressed to my queries/ doubts quickly	9
7.	I received due respect from my colleagues in the organisation	9
8.	The contents of the syllabus match with the practical work	10
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	10
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

1. Provide valuable experience to students about real-world work
2. Provide opportunities in academic life about employment.
3. Enrich knowledge of students about internship.

Please give your overall feedback about your experience during the internship (Not mentioned above).

Overall, it was worth learning and interesting experience.

Swaleha Afzal Khan.

Signature & Name of the student with date

Please mention your suggestions and feedback about this manual here.

You can also mail them to [y.mithare@gmail.com](mailto:y.mithare@gmail.com) (Dr. Yashodhan Mithare, Associate Dean, Faculty of Commerce & Management, Savitribai Phule Pune University, Pune 411007)

1. This manual is providing clear information
2. about internship program.
3. I think that every basic concept is
4. covered.
5. Importance and opportunities about
6. employability and professionalism are
7. clearly defined.
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

\*\*\*\*\*



## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
 Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.  
 Thank you.  
 Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Arif mulani
2)	Department	: GST department
3)	Designation	: Assistant officer
4)	Name of the Student	: Swaleha Afzal Khan
5)	Name of the College	: AKJ's Pooha College of Arts, Commerce and Science
6)	Roll Number	: 4844
7)	Special Subject	: Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1)	Domain Knowledge					
2)	Communication Skills		✓			
3)	Punctuality & Dedication			✓		
4)	Ability to work in teams			✓		
5)	Problem solving skills				✓	
6)	Quality of work done			✓		
7)	Effectiveness		✓			
8)	Efficiency			✓		
9)	Ability to take initiative	✓				
10)	Positive attitude			✓		
11)	Appearance		✓			
12)	Using full potential at work		✓			
13)	Work habits			✓		
14)	Honesty & Integrity		✓			
15)	Creativity				✓	

Please turn over

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Strength - This student is able to catch things effectively and easily.

Weakness - Sometimes she's not ready to accept difficult task.

Part C - Suggestions to make the internship programme more productive and effective.

1. Please make sure that internship is done for being familiar with hand on experience.
2. Please increase time for internship.
3. ....
4. ....
5. ....

Part D - Changes required in the curriculum to improve employability of students.

1. ....
2. ....
3. ....
4. ....
5. ....

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :

# CHIRAAG ASSOCIATES

Sr. No. 74, Five Star Manzil, Lane No. 9/B, Shop No. 3, Sayyed Nagar,  
Hadapsar, Pune - 411 028.

Phone: 9823101525

Email: [chiraagassociates@gmail.com](mailto:chiraagassociates@gmail.com)

Ref:

Date:

The Principal,  
Poona College,  
Pune (Place)

Subject: Internship Completion Certificate .....

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Swaleha Afzal Khan	4844	211687382839	Banking and Finance
2.				
3.				
4.				
5.				
6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.



Sincerely,  
FOR CHIRAAG ASSOCIATES

Name & Signature  
(Authorised Signatory)



UNDERTAKING FROM STUDENT

1. Name of the Student : Farhan Rizwan Karbarshah
2. Class : T.Y.B. Com
3. Division and Roll Number : 'A' 4849
4. Present address : Rami House, Camp - 411001
5. Permanent address : Mhasla, Raigad - 402105
6. Contact Number : +91 8956766478
7. Contact Number (Parent) : +91 8983400927
8. Email ID : karbarshahfarhan@gmail.com

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join CA Sajid Memon & Company for my sixty hours internship programme during 12<sup>th</sup> December 2023 to 19<sup>th</sup> December 2023

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

  
(Name & Signature of parent)

  
(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,  
CA Sajid memon,  
Office No.9,  
Redient arced ,  
Camp-411001

Subject : Undertaking form

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 12<sup>th</sup> December 2023 to 19<sup>th</sup> December 2023

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

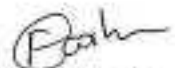
I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

Date : 18/04/2024

Place : Pune

  
(Name & signature of  
the student)

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Farhan Rizwan Kurbarshah
2. Name of the College : AKI Poona College of Arts, Commerce & Science
3. Division and Roll Number : Ty. B.Com. [A] 4849
4. Address : Ramji House, Camp, Pune - 411001
5. Contact Number : +91 8956766478
6. Email ID : kurbarshahfarhan@gmail.com
7. Special Subject : Banking & Finance II, III
8. Internship start date : 12 December 2023
9. Internship end date : 19 December 2023

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
12/12/23	10:00am	7:00pm	9	Filing ITR; GST	<i>[Signature]</i>	<i>[Signature]</i>
13/12/23	10:00am	7:00pm	9	Filing ITR	<i>[Signature]</i>	<i>[Signature]</i>
14/12/23	10:00am	7:00pm	9	Filing ITR	<i>[Signature]</i>	<i>[Signature]</i>
15/12/23	10:00am	7:00pm	9	Filing ITR	<i>[Signature]</i>	<i>[Signature]</i>
16/12/23	10:00am	7:00pm	9	Accounting skills	<i>[Signature]</i>	<i>[Signature]</i>
18/12/23	10:00am	7:00pm	9	Reconciliation	<i>[Signature]</i>	<i>[Signature]</i>
19/12/23	10:00am	7:00pm	9	Reconciliation	<i>[Signature]</i>	<i>[Signature]</i>



## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Programme

### Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Saïd memon
2)	Department	: Accounts, GSt, ITR
3)	Designation	: owner, Chartered Accountant
4)	Name of the Student	: Anshu Karbambh
5)	Name of the College	: AKI Poona College of Arts, Science and Science
6)	Roll Number	: 4849
7)	Special Subject	: Banking & Finance II & III

#### Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge				✓	
2)	Communication Skills		✓			
3)	Punctuality & Dedication		✓			
4)	Ability to work in teams	✓				
5)	Problem solving skills		✓			
6)	Quality of work done		✓			
7)	Effectiveness			✓		
8)	Efficiency		✓			
9)	Ability to take Initiative	✓				
10)	Positive attitude	✓				
11)	Appearance		✓			
12)	Using full potential at work	✓				
13)	Work habits	✓				
14)	Honesty & Integrity	✓				
15)	Creativity		✓			

Please turn over



Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

STRENGTHS:-HARDWORKING, TEAM WORK AND HONEST

WEAKNESS:-NERVOUS, LACK OF CONFIDENCE

AREA OF IMPROVEMENT:-BUILDING OF SELF CONFIDENCE

Part C - Suggestions to make the internship programme more productive and effective.

1. PRODUCTIVE TO STOP :-KNOW WHEN TO STOP
2. MAKE A TO DO LIST WITH DEADLINES
3. EFFECTIVE, BUILD CONFIDENCE
4. OFFER MENTORSHIP OPPORTUNITIES

Part D - Changes required in the curriculum to improve employability of students.

1. CO-OPERATING
2. CONTRIBUTING TO DISTRIBUTION
3. HOW TO LEARN

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :

### STUDENT FEEDBACK FORM

1. Name of the Student : Fathan Rizwan Kurbanshah  
 2. Class : TY-BCom  
 3. Division and Roll Number : 'A' 4849  
 4. Present address : Rami house, camp, Pune-411001  
 5. Contact Number : +91 8956766473  
 6. Email ID : kurbanshahfathan@gmail.com.

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	8
2.	I was properly introduced to the task assigned to me in the organisation	9
3.	I was given proper guidance to carry out my responsibility	8
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	9
6.	My supervisor / officer addressed to my queries/ doubts quickly	8
7.	I received due respect from my colleagues in the organisation	9
8.	The contents of the syllabus match with the practical work	9
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	9
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

1. PRODUCTIVE: KNOW WHEN TO STOP
2. MAKE A TO DO LIST WITH DEADLINES
3. EFFECTIVE BUILD CONFIDENCE

Please give your overall feedback about your experience during the internship (Not mentioned above).

IT WAS NICE LEARNING EXPERIENCE IN CA SAJID MEMON & CO. I HAD LEARN LOTS OF THINGS IN THIS INTERNSHIP IT WAS VERY USEFUL FOR ME

*Fath*  
13/09/2024  
Signature & Name of the student with date



Date: 19/12/2023

### Experience Letter

It is hereby certify that **Mr. Farhan Rizwan Kurbanshah** has completed 60Hr of internship and he is working as junior accountant, Filing Income tax returns, Filing GST returns & preparing financial statements with Sajid Memon & company from 12/12/2023 to 19/12/2023.

During his employment, we found **Mr. Farhan Rizwan Kurbanshah** to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. He has a friendly, outgoing personality, very good sense of humor and works well as an individual or member of the team as required by management.

Overall, **Mr. Farhan Rizwan Kurbanshah** performed his duties and responsibilities cheerfully with attention to detail at all times. With his enthusiasm to work, learn and progress, I am certain that he would be make a great employee to any enterprises Please feel free to contact us if you have specific question regarding his employment. On behalf of the company, I take his opportunity to wish **Mr. Farhan Rizwan Kurbanshah** all the very besting his future career endeavors.

Warm regards,

From Sajid memon & company

For SAJID MEMON AND COMPANY  
CHARTERED ACCOUNTANT

CA SAJID SURAIYA  
Proprietor

CA Sajid Suraiya

Proprietor

**Head Office:**

Office No. 9, 2nd Floor, Radiant Arcade,  
2401 East Street, Near Pulgate Police  
chowky MG road camp,pune-411 001  
M.: +917219018107

**Branch 1:**

Gat No. 15, Chakan-Moshi Road,  
Near Chaudhary Weighbridge, Chikhali,  
PCMC,Pune-412 501  
M.: +919766614960

**Branch 2:**

Office No. 1, Ground Floor, Sweet house  
LBS Road, Opp. Kurla Court,  
Kurla West, Mumbai-400 070  
M.:+918983400937

MAIL ID:sajidmemonandcompany@gmail.com



UNDERTAKING FROM STUDENT

1. Name of the Student : Naziya md-Ali Shaikh
2. Class : Ty. Bcom
3. Division and Roll Number : 'A' 4905
4. Present address : Shivnery nagar Kondhwa Pune-411044
5. Permanent address : Shivnery nagar Kondhwa Pune-411044
6. Contact Number : +91 7972802603
7. Contact Number (Parent) : +91 8080572449
8. Email ID : Shaikhnaziyaa042003@gmail.com

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join CA Sajid Memon & Company for my sixty hours internship programme during 12<sup>th</sup> December 2023 to 19<sup>th</sup> December 2023

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

*Sajjeola*

(Name & Signature of parent)

Yours obediently,

*Naziya*

(Name & signature of the student)



UNDERTAKING FROM STUDENT

To,  
CA Sajid memon,  
Office No.9,  
Redient arced ,  
Camp-411001

Subject : Undertaking form

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 12<sup>th</sup> December 2023 to 19<sup>th</sup> December 2023

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,



(Name & signature of  
the student)

Date :

Place :

**LOG SHEET OF WORK PERFORMED DURING INTERNSHIP**

- 1. Name of the Student : Naziya Md-Ali Shaikh
- 2. Name of the College : AIE Poonacollege of Arts, Commerce & Science
- 3. Division and Roll Number : Ty Bcom [A] 4905
- 4. Address : Shivnerynagar, Kondhwa, Pune - 411048
- 5. Contact Number : +91 7972802603
- 6. Email ID : shaikhnaziya042003@gmail.com
- 7. Special Subject : Banking & Finance I & II
- 8. Internship start date : 12 December 2023
- 9. Internship end date : 19 December 2023

**LOG SHEET OF WORK PERFORMED DURING INTERNSHIP**

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
12/12/22	10 am	7 pm	9	Accounting Bills	<i>Ne</i>	<i>Naziya</i>
13/12/22	10 am	7 pm	9	Reconciliation	<i>Ne</i>	<i>Naziya</i>
14/12/22	10 am	7 pm	9	Reconciliation	<i>Ne</i>	<i>Naziya</i>
15/12/22	10 am	7 pm	9	Crst filling	<i>Ne</i>	<i>Naziya</i>
16/12/22	10 am	7 pm	9	Reconciliation	<i>Ne</i>	<i>Naziya</i>
18/12/22	10 am	7 pm	9	Accounting	<i>Ne</i>	<i>Naziya</i>
19/12/22	10 am	7 pm	9	Crst filling	<i>Ne</i>	<i>Naziya</i>





## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the Internship process.  
Thank you.

Coordinator- Internship Programme

### Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Said memon
2)	Department	: Accounting, Cost, Reconciliation
3)	Designation	: Owner, Chartered Accountant
4)	Name of the Student	: Naziya Md. Ali Shaikh
5)	Name of the College	: ACE Jyoti college of Arts, Commerce and Science
6)	Roll Number	: 4905
7)	Special Subject	: Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1)	Domain Knowledge				✓	
2)	Communication Skills			✓		
3)	Punctuality & Dedication		✓			
4)	Ability to work in teams	✓				
5)	Problem solving skills	✓				
6)	Quality of work done		✓			
7)	Effectiveness			✓		
8)	Efficiency		✓			
9)	Ability to take Initiative		✓			
10)	Positive attitude	✓				
11)	Appearance		✓			
12)	Using full potential at work	✓				
13)	Work habits		✓			
14)	Honesty & Integrity	✓				
15)	Creativity		✓			

Please turn over



Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

STRENGTHS:-HARDWORKING, TEAM WORK AND HONEST

WEAKNESS:-NERVOUS, LACK OF CONFIDENCE

AREA OF IMPROVEMENT:-BUILDING OF SELF CONFIDENCE

Part C - Suggestions to make the internship programme more productive and effective.

1. PRODUCTIVE TO STOP :-KNOW WHEN TO STOP
2. MAKE A TO DO LIST WITH DEADLINES
3. EFFECTIVE, BUILD CONFIDENCE
4. OFFER MENTORSHIP OPPORTUNITIES

Part D - Changes required in the curriculum to improve employability of students.

1. CO-OPERATING
2. CONTRIBUTING TO DISTRIBUTION
3. HOW TO LEARN

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :

STUDENT FEEDBACK FORM

1. Name of the Student : Naziya md. Ali Shaikh  
 2. Class : Ty. Bcom  
 3. Division and Roll Number : 'A' 4905  
 4. Present address : Shivnarynagar, Kondhwa, Pune - 411048  
 5. Contact Number : 917972802603  
 6. Email ID : shaikhnaziya042003@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- Internship training provided by the college was very useful	8
2.	I was properly introduced to the task assigned to me in the organisation	9
3.	I was given proper guidance to carry out my responsibility	8
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	9
6.	My supervisor / officer addressed to my queries/ doubts quickly	8
7.	I received due respect from my colleagues in the organisation	9
8.	The contents of the syllabus match with the practical work	9
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	9
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

1. PRODUCTIVE: KNOW WHEN TO STOP
2. MAKE A TO DO LIST WITH DEADLINES
3. EFFECTIVE BUILD CONFIDENCE

Please give your overall feedback about your experience during the internship (Not mentioned above).

IT WAS NICE LEARNING EXPERIENCE IN CA SAJID MEMON & CO. I HAD LEARN LOTS OF THINGS IN THIS INTERNSHIP IT WAS VERY USEFUL FOR ME



Signature & Name of the student with date



Date: 19/12/2023

## Experience Letter

It is hereby certify that **Ms. Shaikh Naziya Mohammad Ali** has completed 60Hr of internship and she is working as junior accountant, Filing GST returns & preparing financial statements with Sajid Memon & company from 12/12/2023 to 19/12/2023.

During her employment, we found **Ms. Shaikh Naziya Mohammad Ali** to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. She has a friendly, outgoing personality, very good sense of humor and works well as an individual or member of the team as required by management.

Overall, **Ms. Shaikh Naziya Mohammad Ali** performed her duties and responsibilities cheerfully with attention to detail at all times. With her enthusiasm to work, learn and progress, I am certain that she would be make a great employee to any enterprises Please feel free to contact us if you have specific question regarding her employment. On behalf of the company, I take his opportunity to wish **Ms. Shaikh Naziya Mohammad Ali** all the very besting her future career endeavors.

Warm regards,

From Sajid memon & company

Per SAJID MEMON AND COMPANY  
CHARTERED ACCOUNTANT

CA SAJID SURAIYA  
Proprietor

CA Sajid Suraiya

Proprietor

**Head Office:**  
Office No. 9, 2nd Floor, Radiant Arcade,  
2401 East Street, Near Pulgate Police  
chowky MG road camp,pune-411 001  
M.: +917219018107

**Branch 1:**  
Gat No. 15, Chakan-Moshi Road,  
Near Chaudhary Weighbridge, Chikhali,  
PCMC,Pune-412 501  
M.: +919766614960

**Branch 2:**  
Office No. 1, Ground Floor, Sweet house  
LBS Road, Opp. Kurla Court,  
Kurla West, Mumbai-400 070  
M.: +918983400937

MAIL ID:sajidmemonandcompany@gmail.com



## UNDERTAKINGFROMSTUDENT

1. Name of the Student : Sadaf Sallauddin Tamboli
2. Class : T.Y.B.Com.
- 3.Division and Roll Number : 'A' (4926)
- 4.Present address : 992 Raviwar peth opp Tamboli masjid pune 411002
- 5.Permanent address : 992 Raviwar peth opp Tamboli masjid pune 411002
- 6.Contact Number :+917218678478
- 7.Contact Number (Parent) : +919860563221
- 8.Email ID : tambolisadaf64@gmail.com

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject: Undertaking Form

Respected Madam/Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join Central Bank of India (Raviwar peth Branch) for my sixty hours internship programme during 27<sup>th</sup> March 2024 to 9<sup>th</sup> April 2024.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thankyou.

Yours obediently,

(Name & Signature of parent)  
student)Date:

(Name & signature of the

## UNDERTAKINGFROMSTUDENT

To,

Respected Sir,

Subject: Undertaking form

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 27<sup>th</sup> March 2024 to 9<sup>th</sup> April 2024.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thankyou.

Yours sincerely,

(Name & signature of the student)

Date

:

Place:

## LOGSHEETOFWORKPERFORMEDDURINGINTERNSHIP

- 1.Name of the Student : Sadaf Sallauddin Tamboli  
 2.NameoftheCollege : AKI Poona College of Arts, Commerce and Science  
 3.Divisionand Roll Number : 'A' (4926)  
 4.Address:992 Raviwar peth opp Tamboli masjid pune 411002  
 5.ContactNumber : +917218678478  
 6.EmailID : tambolisadaf64@gmail.com  
 7.SpecialSubject : Banking & Finance II & III  
 8.Internship start date : 27th March 2024  
 9.Internship end date : 7th April 2024

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
27/03/24	11:00 AM	4 PM	5 hrs	Gained an understanding of day-to-day banking operations such as account opening, transactions processing, cash handling, and customer service./ Experienced how to open an account and which documents needed to open such bank accounts.		
28/03/24	11:00 AM	4 PM	5 hrs	Learn about customer relationship management practices in banks, including customer acquisition, retention strategies, and complaint handling./ Understand the importance of providing excellent customer service in the banking industry.		
30/03/24	11:00 AM	4 PM	5 hrs	Familiarize myself with a range of financial products offered by banks, such as loans, mortgages, savings accounts, and investment products./Learn how to assess customer needs and recommend suitable financial products.		
01/04/24	11:00 AM	4 PM	5 hrs	Gain exposure to banking technologies such as online banking platforms, mobile banking apps, and digital payment systems./ Understand how technology is transforming the banking industry and enhancing customer experiences.		





Total Hours	60 hrs			
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Certified that(Sadaf Tamboli)has satisfactorily completed the internship programme assigned to her.

Name & Signature of supervisor

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.  
Coordinator-Internship Programme

### Internship Programme feedback form

Sr.No.	Particulars	Details
1)	Name of the Supervisor/Officer	:
2)	Department	:
3)	Designation	:
4)	Name of the Student	: <b>Sadaf Sallauddin tamboli</b>
5)	Name of the College	: AKI's Poona College of Arts, Commerce and Science
6)	Roll Number	: <b>4926</b>
7)	Special Subject	: <b>Banking &amp; Finance II &amp; III</b>

#### Part- A- Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge			Good		
2)	Communication Skills	Excellent				
3)	Punctuality & Dedication		Very Good			
4)	Ability to work in teams		Very Good			
5)	Problem solving skills				Satisfactory	
6)	Quality of work done				Satisfactory	
7)	Effectiveness			Good		
8)	Efficiency			Good		
9)	Ability to take initiative			Good		
10)	Positive attitude	Excellent				
11)	Appearance	Excellent				
12)	Using full potential at work			Good		
13)	Work habits			Good		
14)	Honesty & Integrity	Excellent				
15)	Creativity			Good		

Please return over



Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

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-----  
-----  
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Part C - Suggestions to make the internship program more productive and effective.

1.-----  
2.-----  
3.-----  
4.-----  
5.-----

Part D - Changes required in the curriculum to improve employability of students.

1.-----  
2.-----  
3.-----  
4.-----  
5.-----

**Name, Designation and Signature of the Supervisor / Reviewing**

**Officer Place of Review:**

**Date of Review:**

STUDENTFEEDBACKFORM

- 1. NameoftheStudent :Sadaf Sallauddin tamboli
- 2. Class :T.Y.B.Com.
- 3.DivisionandRollNumber : 'A' 4926
- 4.Presentaddress : 992 Raviwar peth opp Tamboli masjid pune 411002
- 5.ContactNumber : +917218678478
- 6.EmailID : tambolisadaf64@gmail.com

PleaseprovideyourratingaboutfollowingaspetspertainingtoyourInternshipExperienceonthescaleof 10; where 10meansstronglyagreeand0meansdo not agree atall.

Sr.No.	Parameter	Response
1.	Thepre-internshiptrainingprovidedbythecollegewasveryuseful	8
2.	Iwasproperlyintroducedtothetaskassignedtomeintheorganisation	9
3.	Iwasgivenproperguidancetocarryoutmyresponsibility	10
4.	Mysupervisor/officerwasverycooperativeandsupportive	7
5.	Ifoundmytaskinterestingandworth learning	10
6.	Mysupervisor/officeraddressedtomyqueries/doubtsquickly	9
7.	Ireceivedduerespectfrommycolleaguesin theorganisation	9
8.	Thecontentsofthesyllabusmatchwiththepracticalwork	9
9.	Theknowledgethatlgainedinthecollegewasusefultocarryoutinternshi programmeinasatisfactorymanner	9
10.	TheInternshipProgrammeisveryusefulto enrichmyknowledge	10

Pleasegiveyoursuggestionstomaketheinternshipprogrammomoreproductiveandeffective.

- 1.-----
- 2.-----
- 3.-----

Please give your overall feedback about your experience during the internship (Not mentionedabove).

I had a great experience during my internship as I experienced a joy of working and also earned some knowledge related to banking stream.

Signature & Name of the student with date

Please mention your suggestions and feedback about this manual here.  
You can also mail them to [9@Dr.YashodhanMithare,AssociateDean,FacultyofCommerce & Management, Savitribai Phule Pune University, Pune 411007](mailto:9@Dr.YashodhanMithare,AssociateDean,FacultyofCommerce&Management,SavitribaiPhulePuneUniversity,Pune411007))


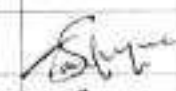

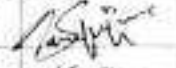

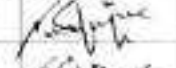

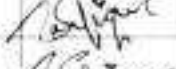





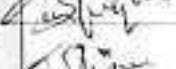

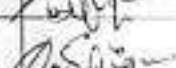



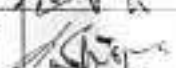



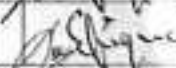


- 1.-----
- 2.-----
- 3.-----
- 4.-----
- 5.-----
- 6.-----
- 7.-----
- 8.-----
- 9.-----
- 10.-----

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## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Shaikh Taufique Shakil
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com [ A ] 4916
4. Address : Dreams wisteria pisoli pune 48
5. Contact Number : 9307664984
6. Email ID : staufique1112@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship start date : 2<sup>nd</sup> January 2024
9. Internship end date : 18<sup>th</sup> February 2024

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
11/12/23	10:00 AM	2:00 PM	4	Depositing different types to different bank		
12/12/23	10:00 AM	2:00 PM	4	Learn about internet banking		
13/12/23	10:00 AM	2:00 PM	4	Maintaining passbook		
14/12/23	10:00 AM	2:00 PM	4	Learning BRS		
15/12/23	10:00 AM	2:00 PM	4	Help customer with technical aspects		
16/12/23	10:00 AM	2:00 PM	4	Learning RTGS		
17/12/23	10:00 AM	2:00 PM	4	Maintain petty cash book		
18/12/23	10:00 AM	2:00 PM	4	Learn how to enter certain data into register		
19/12/23	10:00 AM	2:00 PM	4	Observe & learn about passbook printing		
20/12/23	10:00 AM	2:00 PM	4	Matching errors or discrepancies		
21/12/23	10:00 AM	2:00 PM	4	Maintain cash flow statement		
22/12/23	10:00 AM	2:00 PM	4	Depositing cheques with		
23/12/23	10:00 AM	2:00 PM	4	Taking feedbacks		

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.  
Thank you.

Coordinator- Internship Programme  
Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Manager	: Rahul Sunil Barsode
2)	Department	: Accounts Department
3)	Designation	: Account Assistant
4)	Name of the Student	: Shaikh Taufique Shakil
5)	Name of the College	: AKI's Poona College of Arts, Commerce and Science
6)	Roll Number	: 4916
7)	Special Subject	: Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge		✓			
2)	Communication Skills			✓		
3)	Punctuality & Dedication			✓		
4)	Ability to work in teams		✓			
5)	Problem solving skills	✓				
6)	Quality of work done	✓				
7)	Effectiveness			✓		
8)	Efficiency			✓		
9)	Ability to take Initiative			✓		
10)	Positive attitude	✓				
11)	Appearance		✓			
12)	Using full potential at work	✓				
13)	Work habits		✓			
14)	Honesty & Integrity	✓				
15)	Creativity		✓			

Please turn over

**Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)**

.....  
.....  
.....  
.....  
.....

**Part C - Suggestions to make the internship programme more productive and effective.**

1. ....  
2. ....  
3. ....  
4. ....  
5. ....

**Part D - Changes required in the curriculum to improve employability of students.**

1. ....  
2. ....  
3. ....  
4. ....  
5. ....

**Name, Designation and Signature of the Supervisor / Reviewing Officer**

**Place of Review :**














**Date of Review :**



## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Ahmed Hamid Shaikh  
 2. Name of the College : AKI Poona College of Arts, Commerce and Science  
 3. Division and Roll Number : T.Y.B.Com [ A ] 4888  
 4. Address : Dreams wisteria plisoli pune 48  
 5. Contact Number : 7385378131  
 6. Email ID : 20ahmedshaikh@gmail.com  
 7. Special Subject : Banking & Finance II & III  
 8. Internship start date : 2<sup>nd</sup> January 2024  
 9. Internship end date : 18<sup>th</sup> February 2024

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
13/12/23	10.00 Am	2.00 Pm	4	depositing different types to different banks		<u>Ahmed.</u>
14/12/23	10.00 Am	2.00 Pm	4	Learning about internet banking		<u>Ahmed.</u>
15/12/23	10.00 Am	2.00 Pm	4	Learning BRS		<u>Ahmed.</u>
16/12/23	10.00 Am	2.00 Pm	4	maintaining passbook		<u>Ahmed.</u>
17/12/23	10.00 Am	2.00 Pm	4	Help customer with technical aspects		<u>Ahmed.</u>
18/12/23	10.00 Am	2.00 Pm	4	Learning RTGS		<u>Ahmed.</u>
19/12/23	10.00 Am	2.00 Pm	4	maintain petty cash books		<u>Ahmed.</u>
20/12/23	10.00 Am	2.00 Pm	4	Learn how to enter certain data into register		<u>Ahmed.</u>
21/12/23	10.00 Am	2.00 Pm	4	observe and learn about passbook printing		<u>Ahmed.</u>
22/12/23	10.00 Am	2.00 Pm	4	Matching errors or discrepancies		<u>Ahmed.</u>
23/12/23	10.00 Am	2.00 Pm	4	maintain cash flow statement		<u>Ahmed.</u>
24/12/23	10.00 Am	2.00 Pm	4	depositing cheques withdraw		<u>Ahmed.</u>
25/12/23	10.00 Am	2.00 Pm	4	Talking feedbacks		<u>Ahmed.</u>



## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.  
Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Manager	: Rahul Sunil Bansode
2)	Department	: Accounts Department
3)	Designation	: Account Assistant
4)	Name of the Student	: Ahmed Hamid Shaikh
5)	Name of the College	: AKI's Poona College of Arts, Commerce and Science
6)	Roll Number	: 4888
7)	Special Subject	: Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge		✓			
2)	Communication Skills		✓			
3)	Punctuality & Dedication			✓		
4)	Ability to work in teams		✓			
5)	Problem solving skills	✓				
6)	Quality of work done	✓				
7)	Effectiveness		✓			
8)	Efficiency	✓				
9)	Ability to take Initiative		✓			
10)	Positive attitude		✓			
11)	Appearance			✓		
12)	Using full potential at work			✓		
13)	Work habits		✓			
14)	Honesty & Integrity	✓				
15)	Creativity		✓			

Please turn over

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

.....  
.....  
.....  
.....  
.....

Part C - Suggestions to make the internship programme more productive and effective.

1. ....
2. ....
3. ....
4. ....
5. ....

Part D - Changes required in the curriculum to improve employability of students.

1. ....
2. ....
3. ....
4. ....
5. ....

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :

UNDERTAKING FROM STUDENT

1. Name of the Student : FARHAT JAVED TAMBOLI
2. Class : T.Y.B.Com.
3. Division and Roll Number : 'A' 4925
4. Present address : 727, Kasba Peth Near Pawale Chowk
5. Permanent address : 727, Kasba Peth Near Pawale Chowk
6. Contact Number : +919623855870
7. Contact Number (Parent) : +919763655870
8. Email ID : farhatjaved727@gmail.com

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join Kotak Mahindra Bank Ltd. for my sixty hours internship programme during 21<sup>st</sup> February 2024 to 3<sup>rd</sup> March 2024

I assure that I will follow all the rules and instruction issued by the internship providing organization. I will be responsible for my behavior and performance during the internship period.

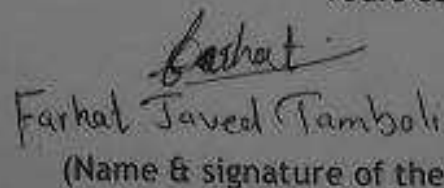
Thank you.

Yours obediently,



(Name & Signature of parent)

Date : 3/03/2024



(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,

Subject : Undertaking form

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organization for my sixty hours internship programme during 21<sup>st</sup> February 2024 to 3<sup>rd</sup> March 2024

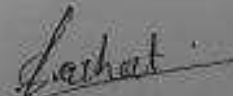
I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,



(Name & signature of  
the student)

Fashal Javed Tamboli

Date : Place : Pune

3/03/2024

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : FARHAT JAVED TAMBOLI
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com
4. Address : 727, Kasba Peth Near Pawale Chowk
5. Contact Number : +919623855870
6. Email ID : farhatjaved727@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship start date : 21<sup>st</sup> February 2024
9. Internship end date : 3<sup>rd</sup> March 2024

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
21/02/2024	10:30 AM	3:30 PM	5 hrs	Study of Account opening process.	<i>Ashwarp</i>	<i>Farhat</i>
22/02/2024	10:30 AM	3:30 PM	5 hrs	Study about loan	<i>Ashwarp</i>	<i>Farhat</i>
23/02/2024	10:30 AM	3:30 PM	5 hrs	Cheque and type of Cheque	<i>Ashwarp</i>	<i>Farhat</i>
24/02/2024	10:30 AM	3:30 PM	5 hrs	Study of BRS ( Bank Reconciliation Statement)	<i>Ashwarp</i>	<i>Farhat</i>
25/02/2024	10:30 AM	3:30 PM	5 hrs	Filing of Cash Deposit Slip and Withdrawal Slip	<i>Ashwarp</i>	<i>Farhat</i>
26/02/2024	10:30 AM	3:30 PM	5 hrs	Study about day to day operations of bank like Acceptance of Deposits, Clearing of Cheque, lendin of Funds, Debit and Credit cards.	<i>Ashwarp</i>	<i>Farhat</i>





Total Hours		60				

Certified that ----- (Name of the student) has satisfactorily completed the internship programme assigned to him.

*Ashok*



Name & Signature of supervisor



# INTERNET BANKING PROVIDER ORGANIZATION

Dear Student, Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Program

## Internship Program Feedback Form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/Officer	Mr. Anand Sir
2)	Organization	Bank
3)	Designation	Senior Manager
4)	Name of the Student	FARHAT JAVED FARHAT
5)	Name of the College	AK's Panna College of Arts, Commerce and Science
6)	Roll Number	4028
7)	Special Subject	Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge			<input checked="" type="checkbox"/>		
2)	Communication Skills		<input checked="" type="checkbox"/>			
3)	Punctuality & Devotion			<input checked="" type="checkbox"/>		
4)	Ability to work in teams	<input checked="" type="checkbox"/>				
5)	Problem solving skills			<input checked="" type="checkbox"/>		
6)	Quality of work done		<input checked="" type="checkbox"/>			
7)	Effectiveness	<input checked="" type="checkbox"/>				
8)	Efficiency	<input checked="" type="checkbox"/>				
9)	Ability to take initiative		<input checked="" type="checkbox"/>			
10)	Positive attitude	<input checked="" type="checkbox"/>				
11)	Appearance		<input checked="" type="checkbox"/>			
12)	Using full potential at work		<input checked="" type="checkbox"/>			
13)	Work habits	<input checked="" type="checkbox"/>				
14)	Honesty & Integrity		<input checked="" type="checkbox"/>			
15)	Creativity			<input checked="" type="checkbox"/>		

Please turn over

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Communication Skill

Ability to take Initiative

Using Full Potential at work

Honest & Integrity

Part C - Suggestions to make the internship programme more productive and effective.

1. Typing

2. Personality Development

3. Internal Facility

4. Body language

5.

Part D - Changes required in the curriculum to improve employability of students.

1. Sharpen up your soft skills

2. Spotlight your experiences

3. Improve your Domain knowledge

4.

5.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : 3/03/2024

Date of Review : 3/03/2024

A. S. Singh



### STUDENT FEEDBACK FORM

1. Name of the Student : FARHAT JAVED TAMBOLI
2. Class : T.Y.B.Com.
3. Division and Roll Number : 'A' 4925
4. Present address : 727, Kasba Peth Near Pawale Chowk
5. Contact Number : +919623855870
6. Email ID : farhatjaved727@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	10
2.	I was properly introduced to the task assigned to me in the organisation	9
3.	I was given proper guidance to carry out my responsibility	9
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	9
6.	My supervisor / officer addressed to my queries/ doubts quickly	9
7.	I received due respect from my colleagues in the organisation	9
8.	The contents of the syllabus match with the practical work	9
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	10
10.	The Internship Programme is very useful to enrich my knowledge	9

Please give your suggestions to make the internship programme more productive and effective.

1. Spoken English Course
2. Course on Net Banking
- 3.

Please give your overall feedback about your experience during the internship (Not mentioned above).

Internship can be a valuable work experience that provide you with on the job training for your career.

*Farhat*  
Signature & Name of the student with date

# UNDERTAKING FROM STUDENT

1. Name of the Student : **Zubiya shaikh**
2. Class : T.Y.B.Com.
3. Division and Roll Number : 'A' 4921
4. Present address : 86/87 Nana peth Ashok Chowk,PUNE
5. Permanent address : 86/87 Nana peth Ashok Chowk,PUNE
6. Contact Number : +918459732353
7. Contact Number (Parent) : +918459732353
8. Email ID : zubiyashaikh2129@gmail.com

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

**Subject : Undertaking Form**

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join **NEW GOLD STAR INDIA** **EQUITMENTS** for my sixty hours internship programme during 09<sup>th</sup> December 2023 to 27<sup>th</sup> December 2023

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

(Name & Signature of parent)

(Name & signature of the student)

# **UNDERTAKING FROM STUDENT**

**To,  
MANAGER  
NEW GOLD STAR INDIA EQUIPMENTS  
NANDED CITY,PUNE**

**Subject : Undertaking form**

**Respected Sir,**

**I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 09<sup>th</sup> November 2022 to 27<sup>th</sup> January 2023**

**I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.**

**I will not disclose any information that is made available to me to anyone during or after the internship period.**

**I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.**

**Thank you.**

**Yours sincerely,**

**(Name & signature of the student)**

**Date :**

**Place :**

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Zubiya Shaikh
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com
4. Address : 86/87 Nana peth Ashok Chowk,PUNE,PUNE
5. Contact Number : +918459732353
6. Email ID : zubiyashaikh2129@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship start date : 9<sup>th</sup> DECEMBER 2023
9. Internship end date : 27<sup>th</sup> DECEMBER 2023

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
9/12/2023	10:00 AM	2:00 PM	4	Depositing different types to different bank(order cheque.crossed cheque)		
11/12/2023	10:00 AM	2:00 PM	4	Learn about internet banking		
12/12/2023	10:00 AM	2:00 PM	4	Maintaining passbook		
13/12/2023	10:00 AM	2:00 PM	4	Withdrawing cash from Atm without debit credit card		
14/12/2023	10:00 AM	2:00 PM	4	Learning BRS		
15/12/2023	10:00 AM	2:00 PM	4	Observe and learn about passbook printing		
16/12/2023	10:00 AM	2:00 PM	4	Learn how to enter certain data into register		
18/12/2023	10:00 AM	2:00 PM	4	Help customer with technical aspects		
19/12/2023	10:00 AM	2:00 PM	4	Learning RTGS		
20/12/2023	10:00 AM	2:00 PM	4	Maintain petty cash books		
21/12/2023	10:00 AM	2:00 PM	4	Learning about different aspects of cancel cheques		
22/12/2023	10:00 AM	2:00 PM	4	Matching errors or discrepancies		
23/12/2023	10:00 AM	2:00 PM	4	Maintain cash flow statments		
24/12/2023	10:00 AM	2:00 PM	4	Depositing cheques and withdrawing		
27/12/2023	10:00 AM	2:00 PM	4	Taking feedbacks		

Certified that Zubiya shaikh has satisfactorily completed the internship Programme assigned to him.

Name & Signature of supervisor

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: IMRAN SHAIKH
2)	Department	: ADMINSTRATIVE
3)	Designation	: LEARNER(ACCOUNTANT)
4)	Name of the Student	: Zubiya shaikh
5)	Name of the College	: AKI's Poona College of Arts, Commerce and Science
6)	Roll Number	: 4921
7)	Special Subject	: Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge					
2)	Communication Skills					
3)	Punctuality & Dedication					
4)	Ability to work in teams					
5)	Problem solving skills					
6)	Quality of work done					
7)	Effectiveness					
8)	Efficiency					
9)	Ability to take Initiative					
10)	Positive attitude					
11)	Appearance					
12)	Using full potential at work					
13)	Work habits					
14)	Honesty & Integrity					
15)	Creativity					

Please turn over

STUDENT FEEDBACK FORM

- 1. Name of the Student : **Zubiya shaikh**
- 2. Class : T.Y.B.Com.
- 3. Division and Roll Number : 'A' 4921
- 4. Present address : 86/87 Nana peth Ashok Chowk,PUNE
- 5. Contact Number : +919877261380
- 6. Email ID : zubiyashaikh2129@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	
2.	I was properly introduced to the task assigned to me in the organisation	
3.	I was given proper guidance to carry out my responsibility	
4.	My supervisor / officer was very cooperative and supportive	
5.	I found my task interesting and worth learning	
6.	My supervisor / officer addressed to my queries/ doubts quickly	
7.	I received due respect from my colleagues in the organisation	
8.	The contents of the syllabus match with the practical work	
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	
10.	The Internship Programme is very useful to enrich my knowledge	

Please give your suggestions to make the internship programme more productive and effective.

- 1. -----
- 2. -----
- 3. -----

Please give your overall feedback about your experience during the internship (Not mentioned above).

-----  
-----

Signature & Name of the student with date



SHAIKH INTEKHAB E ALAM  
Chartered Accountant



**INTERNSHIP COMPLETION CERTIFICATE**

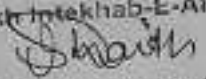
Date: 07/03/2024

This is certify that Mr. Zeeshan Zameer Sayyed having ID No-4255527 and Roll No 4885 of AKI's Poona College of Arts, Science and Commerce, has successfully completed internship program from CA INTEKHAB - E - ALAM Chartered Accountant under the guidance of MR. INTEKHAB SHAIKH CHARTERED ACCOUNTANT.

The duration of this project was from 12/02/2024 to 06/03/2024.  
He has completed 60 hours of her internship in our organization.

Date: 07/03/2024

Place: Pune

Shaikh Intekhab-E-Alam  
  
Chartered Accountant



Address: 217A, Konark Indrayu Mall, Kondhwa, Pune, Maharashtra, India, 411008  
Email: intekhab.ibrahim@gmail.com      Mobile# +91 9149 94 9949

Ref: CAL/HR/068/23-24

Date: 07-02-2024

**INTERNSHIP LETTER**

This is to certify that Ms. **Hina Ayub Shaikh** has worked with Calibehr Business Support Services Pvt. Ltd from **20-Dec-23 to 31-Dec-23** as **Intern**.

During her stay with the organization she has performed fullest to her potential.

We wish her best in her career ahead.

Yours sincerely,

**For Calibehr Business Support Services Pvt. Ltd**



**Authorized Signatory**



## UNDERTAKING FROM STUDENT

1. Name of the Student : SHAIKH ASHRAF NADEEM
2. Class : T.Y.B.Com.
3. Division and Roll Number : 'A' 4891
4. Present address : Flat no 202, Aashiyana Apart,Pune-411001
5. Permanent address : At post Aravi,Tal Shriwardhan,Dist Raigad
6. Contact Number : +918087114470
7. Contact Number (Parent) : +919850214279
8. Email ID : ashrafshaikh149@gmail.com

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join Shree Maruti Courier Service PVT LTD for my sixty hours internship programme during 12<sup>th</sup> November 2022 to 13<sup>th</sup> January 2023

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

(Name & Signature of parent)

(Name & signature of the student)

Date :

## UNDERTAKING FROM STUDENT

To,  
The Manager,  
Shree Maruti Courier Service PVT LTD  
Pune 411048

**Subject : Undertaking form**

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 12<sup>th</sup> November 2022 to 13<sup>th</sup> January 2023

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

(Name & signature of the student)

Date :

Place :

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : SHAIKH ASHRAF NADEEM
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : Div A, Roll No 4891
4. Address : Flat no 202, Aashiyana Apart,Pune-411001
5. Contact Number : +918087114470
6. Email ID : ashrafshaikh149@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship start date : 12<sup>th</sup> November 2022
9. Internship end date : 13<sup>th</sup> January 2023

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
15-12-2023	09:00 AM	03:00 PM	6 HRS.	Company Information		
16-12-2023	09:00 AM	03:00 PM	6 HRS.	Observation of work		
18-12-2023	09:00 AM	03:00 PM	6 HRS.	Basic Knowledge of accounting		
19-12-2023	09:00 AM	03:00 PM	6 HRS.	Book Keeping & Record Keeping		
20-12-2023	09:00 AM	03:00 PM	6 HRS.	Cash Flow Management		
21-12-2023	09:00 AM	03:00 PM	6 HRS.	Financial Analysis		
22-12-2023	09:00 AM	03:00 PM	6 HRS.	Budgeting & Forecasting		
23-12-2023	09:00 AM	03:00 PM	6 HRS.	Tax Planning and Compliance		
25-12-2023	09:00 AM	03:00 PM	6 HRS.	Risk Assessment and Internal Controls		
26-12-2023	09:00 AM	03:00 PM	6 HRS.	Financial Statements Preparation		

Certified that SHAIKH ASHRAF NADEEM has satisfactorily completed the internship programme assigned to him.

Name &  
Signature of supervisor

Name &  
signature of manager

Name &  
signature of section in charge

Date:

## INTERNSHIP COMPLETION CERTIFICATE

To,  
The Principal,  
Poona College of Arts,  
Science & Commerce,  
Pune-01

Subject: Internship Completion Certificate

Dear Madam/Sir,

I am happy to inform you that following students of your college have successfully Completed the 'Sixty Hours Internship Programme 'in this organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Shaikh Ashraf Nadeem	4891	365668394850	Banking & Finance -II & III

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organizations.

I wish them every success in future endeavors.

Thank you.

Sincerely,

Name & Signature  
(Authorized Signatory)

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Programme  
Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	:
2)	Department	:
3)	Designation	:
4)	Name of the Student	: <b>SHAIKH ASHRAF NADEEM</b>
5)	Name of the College	: AKI's Poona College of Arts, Commerce and Science
6)	Roll Number	: <b>4891</b>
7)	Special Subject	: <b>Banking &amp; Finance II &amp; III</b>

**Part - A - Individual Ranking (Please tick the suitable checkbox)**

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge	✓				
2)	Communication Skills		✓			
3)	Punctuality & Dedication	✓				
4)	Ability to work in teams	✓				
5)	Problem solving skills		✓			
6)	Quality of work done	✓				
7)	Effectiveness		✓			
8)	Efficiency		✓			
9)	Ability to take Initiative	✓				
10)	Positive attitude	✓				
11)	Appearance	✓				
12)	Using full potential at work		✓			
13)	Work habits	✓				
14)	Honesty & Integrity	✓				
15)	Creativity		✓			

Please turn over

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

**STRENGTHS: HARDWORKING, TEAM WORK**

**PATIENTS, HONESTY**

**WEAKNESS: TIME MANAGEMENT**

**AREA FOR IMPROVEMENT: TIME MANAGEMENT**

Part C - Suggestions to make the internship programme more productive and effective.

**1. PRODUCTIVE: KNOW WHEN TO STOP**

**MAKE A TO-DO LIST WITH DEADLINES**

**2. EFFECTIVE: BUILD CONFEDENCE**

**OFFERS MENTORSHIP OPPORTUNITIES**

Part D - Changes required in the curriculum to improve employability of students.

**1. CO-OPERATING**

**2. CONTRIBUTING TO DISCUSSION**

**3. HOW TO LEARN**

**Name, Designation and Signature of the Supervisor / Reviewing OfficerPlace of**

**Review :**

**Date of Review :**



### STUDENT FEEDBACK FORM

1. Name of the Student : SHAIKH ASHRAF NADEEM
2. Class : T.Y.B.Com.
3. Division and Roll Number : 'A' 4891
4. Present address : Flat no 202, Aashiyana Apart,Pune-411001
5. Contact Number : +918087114470
6. Email ID : ashrafshaikh149@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	10
2.	I was properly introduced to the task assigned to me in the organisation	10
3.	I was given proper guidance to carry out my responsibility	9
4.	My supervisor / officer was very cooperative and supportive	9
5.	I found my task interesting and worth learning	9
6.	My supervisor / officer addressed to my queries/ doubts quickly	8
7.	I received due respect from my colleagues in the organisation	9
8.	The contents of the syllabus match with the practical work	10
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	10
10.	The Internship Programme is very useful to enrich my knowledge	9

Please give your suggestions to make the internship programme more productive and effective.

1. PRODUCTIVE: KNOW WHEN TO STOP
2. MAKE A TO-DO LIST WITH DEADLINES
3. EFFECTIVE: BUILD CONFIDENCE

Please give your overall feedback about your experience during the internship (Not mentioned above).

IT WAS NICE LEARNING EXPERIENCE IN SHREE MARUTI COURIER PVT LTD. I LEARN LOTS OF THINGS IN THIS INTERNSHIP IT WAS VERY USEFUL FOR ME.

Signature & Name of the student with date

Please mention your suggestions and feedback about this manual here.  
You can also mail them to [y.mithare@gmail.com](mailto:y.mithare@gmail.com) (Dr. Yashodhan Mithare, Associate Dean, Faculty of Commerce & Management, Savitribai Phule Pune University, Pune 411007)

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. -----
8. -----
9. -----
10. -----

\*\*\*\*\*

## UNDERTAKING FROM STUDENT

1. Name of the Student : MOHAMMED ALI IRFAN KHAN
2. Class : T.Y.B.Com.
3. Division and Roll Number : 'A' 4838
4. Present address : B-4, FLAT NO -14, KUBERA GARDEN HOUSING SOCIETY, NIBM ROAD, PUNE 411048.
5. Permanent address : B-4, FLAT NO -14, KUBERA GARDEN HOUSING SOCIETY, NIBM ROAD, PUNE 411048.
6. Contact Number : 9075070663
7. Contact Number (Parent) : 7972235047
8. Email ID : alikhan.mak7897@gmail.com

To,  
The Principal,  
AKI's Poona College of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in Semester VI of T.Y.B.Com. I am going to join ~~SHALIMAR CONSULTANCY~~ for my sixty hours Internship Programme during 09<sup>th</sup> December 2023 to 27<sup>th</sup> December 2023.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

  
(Name & Signature of parent)  
FAUZIYA IRFAN KHAN

  
(Name & Signature of the student)  
Mohammed Ali Irfan Khan

## UNDERTAKING FROM STUDENT

To,  
MANAGER,  
SHALIMAR CONSULTANCY  
CAMP, PUNE

Subject : Undertaking form

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 09<sup>th</sup> November 2022 to 27<sup>th</sup> January 2023

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

Date : Place : PUNE

  
(Name & signature of the  
student)  
Mohammed Ali Isfan Khan

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

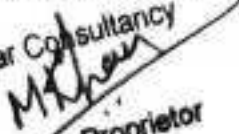
1. Name of the Student : MOHAMMED ALI IRFAN KHAN
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com
4. Address : B-4 , FLAT NO -14 , KUBERA GARDEN HOUSING. SOCIETY , NIBM ROAD, PUNE 411048.
5. Contact Number : 9075070663
6. Email ID : alikhan.mak7897@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship Start date : 9<sup>th</sup> DECEMBER 2023
9. Internship End date : 27<sup>th</sup> DECEMBER 2023

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
9/12/2023	10:00 AM	2:00 PM	4	Depositing different types to different bank(order cheque.crossed cheque)	Mkhan	alikhan
11/12/2023	10:00 AM	2:00 PM	4	Learn about internet banking	Mkhan	alikhan
12/12/2023	10:00 AM	2:00 PM	4	Maintaining passbook	Mkhan	alikhan
13/12/2023	10:00 AM	2:00 PM	4	Withdrawing cash from Atm without debit credit card	Mkhan	alikhan
14/12/2023	10:00 AM	2:00 PM	4	Learning BRS	Mkhan	alikhan
15/12/2023	10:00 AM	2:00 PM	4	Observe and learn about passbook printing	Mkhan	alikhan
16/12/2023	10:00 AM	2:00 PM	4	Learn how to enter certain data into register	Mkhan	alikhan
18/12/2023	10:00 AM	2:00 PM	4	Help customer with technical aspects	Mkhan	alikhan
19/12/2023	10:00 AM	2:00 PM	4	Learning RTGS	Mkhan	alikhan
20/12/2023	10:00 AM	2:00 PM	4	Maintain petty cash books	Mkhan	alikhan
21/12/2023	10:00 AM	2:00 PM	4	Learning about different aspects of cancel cheques	Mkhan	alikhan
22/12/2023	10:00 AM	2:00 PM	4	Matching errors or discrepancies	Mkhan	alikhan
23/12/2023	10:00 AM	2:00 PM	4	Maintain cash flow statments	Mkhan	alikhan
24/12/2023	10:00 AM	2:00 PM	4	Depositing cheques and withdrawing	Mkhan	alikhan
27/12/2023	10:00 AM	2:00 PM	4	Taking feedbacks	Mkhan	alikhan

Certified that MOHAMMED ALI IRFAN KHAN has satisfactorily completed the internship Programme assigned to him.

  
 Name & Signature of supervisor

For Shalimar Consultancy  
  
 Proprietor

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: EJAZ HAYAT KHAN
2)	Department	: ADMINSTRATIVE
3)	Designation	: LEARNER(ACCOUNTANT)
4)	Name of the Student	: MOHAMMED ALI IRFAN KHAN
5)	Name of the College	: AKI's Poona College of Arts, Commerce and Science
6)	Roll Number	: 4838
7)	Special Subject	: Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1)	Domain Knowledge	✓				
2)	Communication Skills	✓				
3)	Punctuality & Dedication	✓				
4)	Ability to work in teams	✓				
5)	Problem solving skills	✓				
6)	Quality of work done	✓				
7)	Effectiveness	✓				
8)	Efficiency	✓				
9)	Ability to take Initiative	✓				
10)	Positive attitude	✓				
11)	Appearance	✓				
12)	Using full potential at work	✓				
13)	Work habits	✓				
14)	Honesty & Integrity	✓				
15)	Creativity	✓				

Please turn over

For Shallman Consultancy  
  
 Proprietor

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

A bit more punctual and focussing on the overall growth of personal as well as company's growth.

Part C - Suggestions to make the internship programme more productive and effective.

1. Internship should be provided by the college campus.
2. College should take responsibility of placing the
3. students in a good company for internship.
- 4.
- 5.

Part D - Changes required in the curriculum to improve employability of students.

- 1.
2. More Practical knowledge enhancement
3. of the students.
- 4.
- 5.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : Pune

Date of Review : 05/01/2024

KHAN EJAZ HAYAT  
Accts Head

For Shalimar Consultancy  
Proprietor 



**STUDENT FEEDBACK FORM**

1. Name of the Student : **MOHAMMED ALI IRFAN KHAN**  
 2. Class : T.Y.B.Com.  
 3. Division and Roll Number : 'A' 4838  
 4. Present address : B-4 , FLAT NO -14 , KUBERA GARDEN HOUSING SOCIETY , NIBM ROAD, PUNE 411048  
 5. Contact Number : 9075070663  
 6. Email ID : alikhan.mak7897@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.


Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	10
2.	I was properly introduced to the task assigned to me in the organisation	10
3.	I was given proper guidance to carry out my responsibility	10
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	10
6.	My supervisor / officer addressed to my queries/ doubts quickly	10
7.	I received due respect from my colleagues in the organisation	10
8.	The contents of the syllabus match with the practical work	10
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	10
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

1. ....  
 2. ....  
 3. ....

Please give your overall feedback about your experience during the internship (Not mentioned above).

.....  
 .....

  
 Signature & Name of the student with date  
 Mohammed Ali Irfan Khan



Date: 11/01/2024

## Experience Letter

It is hereby certify that **Ms. Shaikh Mahek Maheboob** has completed 60Hr of internship and she is working as junior accountant, Filing GST returns & preparing financial statements with Sajid Memon & company from 02/01/2024 to 10/01/2024.


During her employment, we found **Ms. Shaikh Mahek Maheboob** to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. She has a friendly, outgoing personality, very good sense of humor and works well as an individual or member of the team as required by management.

Overall, **Ms. Shaikh Mahek Maheboob** performed her duties and responsibilities cheerfully with attention to detail at all times. With her enthusiasm to work, learn and progress, I am certain that she would be make a great employee to any enterprises Please feel free to contact us if you have specific question regarding her employment. On behalf of the company, I take her opportunity to wish **Ms. Shaikh Mahek Maheboob** all the very besting her future career endeavors.

Warm regards,

From Sajid memon & company

For SAJID MEMON AND COMPANY  
CHARTERED ACCOUNTANT

  
CA. SAJID SURAIYA  
Proprietor

CA Sajid Suraiya

Proprietor

**Head Office:**

Office No. 9, 2nd Floor, Radiant Arcade,  
2401 East Street, Near Pulgate Police  
chowky MG road camp,pune-411 001  
M.: +917219018107

**Branch 1:**

Gat No. 15, Chakan-Moshi Road,  
Near Chaudhary Weighbridge, Chikhali,  
PCMC,Pune-412 501  
M.: +919766614960

**Branch 2:**

Office No. 1, Ground Floor, Sweet house  
LBS Road, Opp. Kurla Court,  
Kurla West, Mumbai-400 070  
M.:+918983400937

MAIL ID:sajidmemonandcompany@gmail.com

## UNDERTAKING FROM STUDENT

Name of the Student : Mohammad Owais Abdullah Khan  
2. Class : TYBCOM  
3. Division and Roll Number : [A] 4933  
4. Present address : Nana Peth Near Petrol Pump Pune  
5. Permanent address : Nana Peth Near Petrol Pump Pune  
6. Contact Number : +91.9175851251  
7. Contact Number (Parent) : +91.9175851251  
8. Email ID : khanowez786king@gmail.com

To,

The Principal,

AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join Ujjiven small finance Bank for my sixty hours internship programme .

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,  
Mohammad Owais Abdullah Khan

(Name & Signature of parent) (Name & signature of the student) UNDERTAKING FROM STUDENT

To,

The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking form

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 2 January 2024 to 18 January 2024.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

Mohammad Owais Abdullah Khan

(Name & signature of the  
student

Date : Place :

**LOG SHEET OF WORK PERFORMED DURING INTERNSHIP**

1. Name of the Student : Mohammad Owais Abdullah Khan
2. Name of the College : TYBCOM
3. Division and Roll Number : [A] 4933
4. Address : Nana Peth Near Petrol Pump Pune
5. Contact Number : +91.9175851251
6. Email ID : khanowez786king@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship start date : 2 January 2024

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
02/01/2024	11:00 AM	03:00 PM	4 HRS	New Account Opening		
03/01/2024	11:00 AM	03:00 PM	4 HRS	New Account Opening		
04/01/2024	11:00 AM	03:00 PM	4 HRS	New Account Opening		
05/01/2024	11:00 AM	03:00 PM	4 HRS	New Account Opening		
06/01/2024	11:00 AM	03:00 PM	4 HRS	Loan processing		
08/01/2024	11:00 AM	03:00 PM	4 HRS	Loan processing		
09/01/2024	11:00 AM	03:00 PM	4 HRS	Loan processing		
10/01/2024	11:00 AM	03:00 PM	4 HRS	Loan processing		
11/01/2024	11:00 AM	03:00 PM	4 HRS	Loan processing		
12/01/2024	11:00 AM	03:00 PM	4 HRS	loan recovery process		
13/01/2024	11:00 AM	03:00 PM	4 HRS	loan recovery process		
15/01/2024	11:00 AM	03:00 PM	4 HRS	loan recovery process		
16/01/2024	11:00 AM	03:00 PM	4 HRS	loan recovery process		
17/01/2024	11:00 AM	03:00 PM	4 HRS	loan recovery process		
18/01/2024	11:00 AM	03:00 PM	4 HRS	loan recovery process		

Certified that Reshma Yusuf Shaikh (Name of the student) has satisfactorily completed the internship programme assigned to him.

**FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION**

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Guru singh sir
2)	Department	: Loan and widrawal department
3)	Designation	: As a loan officer

4)	Name of the Student	:	Mohammad owais Abdullah Khan
5)	Name of the College	:	AKI's Poona College of Arts, Commerce and Science
6)	Roll Number	:	4933
7)	Special Subject	:	Banking & Finance II & III

**Part - A - Individual Ranking (Please tick the suitable checkbox)**

No .	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge					
2)	Communication Skills					
3)	Punctuality & Dedication					
4)	Ability to work in teams					
5)	Problem solving skills					
6)	Quality of work done					
7)	Effectiveness					
8)	Efficiency					
9)	Ability to take Initiative					
10)	Positive attitude					
11)	Appearance					
12)	Using full potential at work					
13)	Work habits					
14)	Honesty & Integrity					
15)	Creativity					

**STUDENT FEEDBACK FORM**

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

1. Name of the Student	: Mohammad Owais Abdullah Khan
2. Class	: TYBCOM
3. Division and Roll Number	:[A] 4933
4. Present address	: Nana Peth Near Petrol Pump Pune
5. Contact Number	:+91.9175851251
6. Email ID	: khanowez786king@gmail.com

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	9
2.	I was properly introduced to the task assigned to me in the organisation	8
3.	I was given proper guidance to carry out my responsibility	9
4.	My supervisor / officer was very cooperative and supportive	9
5.	I found my task interesting and worth learning	8
6.	My supervisor / officer addressed to my queries/ doubts quickly	9
7.	I received due respect from my colleagues in the organisation	9
8.	The contents of the syllabus match with the practical work	6
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	7
10.	The Internship Programme is very useful to enrich my knowledge	8



**UJJIVAN SMALL FINANCE BANK**

Build a Better Life



To,

The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject:- Internship Completion Certificate

Respected Madam / Sir,

I am happy to inform you that following student of your college have successfully completed the Sixty Hours Internship Programme' in this organisation.

Sr. no	Name of the student	Roll No	Adhar no	Special subject
01	Mohammad Owais Abdullah Khan	4933	847864339581	Banking 2 <sup>nd</sup> & 3 <sup>rd</sup>

This Student has been provided with adequate exposure and necessary hands on training pertaining to his special subject. am cooffident that this student will perform effectively in similar type of organisations.

I wish him every success in future endeavors.

Thank you.

Ujjiwan small finance bank





To,  
The Principal,  
Poona College,  
Camp, Pune - 411001

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following student of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Alfiya Mohammad Shakir Khan	4832	914872156048	Banking & Finance

The student have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that the student will perform effectively in similar type of organisations.

I wish them every success in future endeavours.

Thank you.

You're sincerely,



CA AYAZ AHMED N. SHAIKH

UNDERTAKING FROM STUDENT

- |                             |   |
|-----------------------------|---|
| 1. Name of the Student      | : Ashish Maglu Yera                         |
| 2. Class                    | : T.Y.B.Com.                                |
| 3. Division and Roll Number | : 'A' 4931                                  |
| 4. Present address          | : A-904 Dreams Wisteria , Pisoli , Pune -60 |
| 5. Permanent address        | : A-904 Dreams Wisteria, Pisoli, Pune-60    |
| 6. Contact Number           | : +91 9284655745                            |
| 7. Contact Number (Parent)  | : +91 8007636604                            |
| 8. Email ID                 | : ashishyera7@gmail.com                     |

To,  
The Principal,  
AKI's Poona college of  
Arts, Commerce and  
Science, Pune

Subject : Undertaking Form

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join MY Cleaning Services for my sixty hours Internship programme during 2<sup>nd</sup> January 2024 to 18<sup>th</sup> February 2024

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behavior and performance during the internship period.

Thank you.

Yours obediently,

  
(Name & Signature of parent)

Date : 18-01-24

  
(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,

Subject : Undertaking form

Respected Sir,

I am a student of AKI's Poona college of Arts, Commerce and Science . I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 2<sup>nd</sup> January 2024 to 18<sup>th</sup> February 2024

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the Internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,



(Name & Signature of  
the student)

16-04-24

Date : Place : Pune

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Ashish Maglu Yera
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com [A.] 4931
4. Address : A-904 Dreams Wisteria, Pisoli, Pune -60
5. Contact Number : +91 9284655745
6. Email ID : ashishyera7@gmail.com
7. Special Subject : Banking & Finance II & III
8. Internship start date : 2<sup>nd</sup> January 2024
9. Internship end date : 18<sup>th</sup> February 2024

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
2-01-24	10am	2pm	4	Orientation & Introduction	[Signature]	[Signature]
3-01-24	11am	3pm	4	Basic Training	[Signature]	[Signature]
4-01-24	10am	2pm	4	Overview of department	[Signature]	[Signature]
5-01-24	9am	1pm	4	Explanation of records	[Signature]	[Signature]
6-01-24	10am	2pm	4	Learn basics	[Signature]	[Signature]
7-01-24	10am	2pm	4	Create journal & vouchers	[Signature]	[Signature]
8-01-24	10am	2pm	4	Training session	[Signature]	[Signature]
9-01-24	10am	2pm	4	Data entry of keeping	[Signature]	[Signature]
10-01-24	10am	2pm	4	Introduction to tally	[Signature]	[Signature]
11-01-24	10am	2pm	4	Reconciliation of b.s	[Signature]	[Signature]
12-01-24	10am	2pm	4	Learn about accounts	[Signature]	[Signature]
13-01-24	10am	2pm	4	Explore more on A.P	[Signature]	[Signature]
14-01-24	10am	2pm	4	Learn about accounts	[Signature]	[Signature]







## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
 Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.  
 Thank you.  
 Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Manager	: Maglu Yera
2)	Department	: Accounts Department
3)	Designation	: Account Assistant
4)	Name of the Student	: Ashish Maglu Yera
5)	Name of the College	: AK's Poona College of Arts, Commerce and Science
6)	Roll Number	: 4931
7)	Special Subject	: Banking & Finance II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1)	Domain Knowledge	✓				
2)	Communication Skills		✓			
3)	Punctuality & Dedication	✓				
4)	Ability to work in teams			✓		
5)	Problem solving skills		✓			
6)	Quality of work done	✓				
7)	Effectiveness		✓			
8)	Efficiency	✓				
9)	Ability to take initiative			✓		
10)	Positive attitude	✓				
11)	Appearance	✓				
12)	Using full potential at work		✓			
13)	Work habits		✓			
14)	Honesty & Integrity			✓		
15)	Creativity	✓				

Please turn over





Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

.....  
.....  
.....  
.....  
.....

Part C - Suggestions to make the Internship programme more productive and effective.

1. ....
2. ....
3. ....
4. ....
5. ....

Part D - Changes required in the curriculum to improve employability of students.

1. ....
2. ....
3. ....
4. ....
5. ....

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :



## STUDENT FEEDBACK FORM

1. Name of the Student
2. Class
3. Division and Roll Number
4. Present address
5. Contact Number
6. Email ID

: Ashish Maglu Yera  
 : T.Y. B. Com.  
 : A. 4931  
 : Dreams Wistaria, Pisoli, Pune - 40  
 : +91 9284655745  
 : ashishyera7@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	8
2.	I was properly introduced to the task assigned to me in the organisation	9
3.	I was given proper guidance to carry out my responsibility	7
4.	My supervisor / officer was very cooperative and supportive	8
5.	I found my task interesting and worth learning	7
6.	My supervisor / officer addressed to my queries/ doubts quickly	9
7.	I received due respect from my colleagues in the organisation	8
8.	The contents of the syllabus match with the practical work	7
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	7
10.	The Internship Programme is very useful to enrich my knowledge	8

Please give your suggestions to make the Internship programme more productive and effective.

1. Takes time to reflect what you've learnt & how can improve
2. Regularly ask for feedback on your work
3. Stay motivated & enthusiastic even when faced with challenges

Please give your overall feedback about your experience during the Internship (Not mentioned above).

My overall experience during the internship was great new people & gained valuable skills for the future.

Signature  Name of the student with date

Ashish Yera

18-07-24

## INTERNSHIP COMPLETION CERTIFICATE



### NOBLE HARDWARE

606, Shikharwar Path, Raghunath Smriti  
Gadkhana Road, Beside Bank of India  
Above More Engineers, Pune - 411002.  
Mobile : 9370638203 / 8180070343 /  
93701448960  
Email: sales@noblegroup.co.in  
a.noblehardware@gmail.com  
noblehardware@rediffmail.com  
Website : www.noblegroup.co.in

To,  
The Principal,  
Poona College of Arts, Science and Commerce,  
PUNE

Subject: Internship Completion Certificate .....

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	ZARIN MUKHTAR MOMIN	4857		BANKING & FINANCE II & III
2.				
3.				
4.				
5.				
6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.

Sincerely,

Name & Signature

(Authorised Signatory)



To,  
The Principal,  
Poona College,  
Camp, Pune - 411001

**Subject: Internship Completion Certificate**

Dear Madam/ Sir,

I am happy to inform you that following student of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Saleha Dilshad Ansari	4807	618340080570	Banking & Finance

The student have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that the student will perform effectively in similar type of organisations.

I wish them every success in future endeavours.

Thank you.

You're sincerely,



**CA AYAZ AHMED N. SHAIKH**



# KRUTICHITRAM ACADEMY & STUDIO


## Internship Certificate

Krutichitram Academy and Studio  
G26, Capital mall, Kausar Baugh,  
Nibm, Kondhwa, Pune 411048  
9373165712  
[Krutichitram@gmail.com](mailto:Krutichitram@gmail.com)  
[www.krutichitram.com](http://www.krutichitram.com)

This is to certify that **Imran Javed Shaikh**, a student of **Poona College of Arts Commerce and Science**, Pune pursuing Ty.Bcom, majoring in **Digital Marketing**, has successfully completed an internship at Krutichitram Studio in the Marketing department from **06/November/2023 to 13/November/2023**. The duration of the intership was of **60 hours divided in 8 days which is 7.5 hours per day**. During the period of the internship, She demonstrated a strong work ethic, a commitment to learning, and the ability to contribute effectively to our team. She worked on digital marketing of the venture '**Shivkanya Travels**' under the leadership of Praful Jadhav sir, which significantly contributed to enhancing our product development process and streamlining our customer service operations.

She has shown commendable skills in market analysis, project management, etc., and has proven to be a reliable, dedicated, and valuable member of our team. We wish **Imran Javed Shaikh** all the best in her future endeavors and are confident that she will excel in any career she chooses to pursue.

Issued on 14/November/2023

  
Praful Jadhav  
HR, Marketing Director/Manager





**INTERNSHIP COMPLETION CERTIFICATE**

To,  
The Principal,  
Poona College of arts and science, commerce,  
Pune – 411002

Subject: Internship Completion Certificate

Dear Sir/Madam,

I am happy to inform you that following student of your college has successfully completed the "Sixty Hours Internship Programme" in this organization. From 25/10/2023 to 11/11/23.

Sr. No.	Name of the student	Roll No.	Special Subject
1	Saqib Mustafa Choudhary	4819	Banking & Finance

This student has been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that this student will perform effectively in similar type of organization.

I wish her every success in future endeavors.

Thank you.



Sincerely,

Name & signature

(Authorised Signatory)

**MDIndia Health Insurance TPA Private Limited**  
(Formerly Known as MDIndia Healthcare Services (TPA) Pvt. Ltd.)

## UNDERTAKING FROM STUDENT

Name of the Student. : Shaikh Firdous Mohammed  
Class. : Tybcom  
Division and Roll Number. : B - 5126  
Present address. : Suyog Leher Kondhwa bk  
Permanent address. : 386 Bhawani Peth Pune camp  
Contact Number. : 8007777884  
Contact Number (Parent) : 8007777885  
Email ID. : firdous0123425@gmail.com

To,  
The Principal,  
AKI's Poona College of Arts, Science and Commerce

Subject: Undertaking to the College for the Internship Programme

Respected Sir,

I am studying in semester V of T.Y.B. Com. I am going to join Lucky furniture . For my sixty hours internship programme during November 14, 2023 to November 29, 2023.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,



Rukhsar  
(Name & Signature of parent)

Date :



Firdous Shaikh  
(Name & signature of the student)

## **UNDERTAKING FROM STUDENT**

To,  
The Manager,  
Mr. Arif shaikh,  
MG Road,  
Pune :- 411001

Subject : Undertaking to follow office norms & act accordingly.

Respected Sir,

I am a student of AKI's Poona College of Arts, Science and Commerce. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during November 14, 2023 to November 29, 2023.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,



Firdous Mohammed Shaikh

Date :



Place : Pune



# LUCKY FURNITURE

1. Name of the Student. : Firdous Mohammed shaikh
2. Name of the College. : Aki's Poona College of Art's, Science and Commerce
3. Division and Roll Number. : 'B' 5126
4. Address. : kondhwa bk - 411048
5. Contact Number. : 8007777884
6. Email ID. : [firdous0123425@gmail.com](mailto:firdous0123425@gmail.com)
7. Special Subject. : Cost and works Accounting - II & III
8. Internship start date. : November 14, 2023
9. Internship end date. : November 29, 2023

## LOGSHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total hours	Details of work done	Signature of Officer	Signature of student
	From	To				
14-11-2023	10:00am	03:00pm	5 hrs	Labour Cost		
15-11-2023	10:00am	03:00pm	5 hrs	Material Cost		
16-11-2023	10:00am	03:00pm	5 hrs	Labour Cost		
17-11-2023	10:00am	03:00pm	5 hrs	Labour Cost		
18-11-2023	10:00am	03:00pm	5 hrs	Material Cost		

20-11-2023	10:00am	03:00pm	5 hrs	Labour Cost		<u>Firdous</u>
21-11-2023	10:00am	03:00pm	5 hrs	Material Cost		<u>Firdous</u>
22-11-2023	10:00am	03:00pm	5 hrs	Labour Cost		<u>Firdous</u>
23-11-2023	10:00am	03:00pm	5 hrs	classification of direct and indirect cost		<u>Firdous</u>
24-11-2023	10:00am	03:00pm	5 hrs	classification of direct and indirect cost		<u>Firdous</u>
28-11-2023	10:00am	03:00pm	5 hrs	Cost sheet		<u>Firdous</u>
29-11-2023	10:00am	03:00pm	5 hrs	Cost sheet		<u>Firdous</u>
TOTAL HOURS			60 hrs			<u>Firdous</u>

Certificate that Firdous Mohammed shaikh has Satisfactory completed the internship programme assigned to him .

For LUCKY FURNITURE CAMP



Mr. Arif shaikh

( Director )

Proprietor

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## Lucky Furniture

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To,  
The Principal,  
Aki's Poona College,  
Camp, Pune

Subject: Internship Completion Certificate....

Dear Madam/Sir,

I am happy to inform you that following student of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Aadhar No.	Special Subject
01	Firdous Mohammed shalkh	9150-0049-6125	Cost of works Accounting II & III

This Student has been provided with adequate exposure and necessary hands on training pertaining to his special subject.

I am confident that this student will perform effectively in similar type of organisations.

I wish him every success in future endeavors.

Thank you.

For LUCKY FURNITURE CAMP

Sincerely, P:  
Lucky Furniture

---

Jaan Mohammad Street, Off. M.G. Road, Camp, Pune -411001.

E-mail: [luckyfurniturecamp@gmail.com](mailto:luckyfurniturecamp@gmail.com) Phone : 8983012816.

# FEEDBACK FORM OF INTERNSHIP

## Internship Programme feedback form

Sr. No	Particulars	Details
1)	Name of the Student /Officer	Arif shaikh
2)	Department	Sales Officer
3)	Designation	Officer
4)	Name of the Student	Shaikh Firdous Mohammed
5)	Nanme of the College	Poona College of Arts, Science and commerce
6)	Roll no.	5126
7)	Special Subject	Cost and work accounting-II & 111

### Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1)	Domain Knowledge				✓	
2)	Communication Skills		✓			
3)	Punctuality & Dedication		✓			
4)	Ability to work in teams	✓				
5)	Problem solving skills			✓		
6)	Quality of work done				✓	
7)	Effectiveness			✓		
8)	Efficiency		✓			
9)	Ability to take Initiative			✓		
10)	Positive attitue			✓		
11)	Appearance	✓				
12)	Using full potential at work				✓	
13)	Work habits		✓			
14)	Honesty & Integrity	✓				
15)	Creativity			✓		

Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and The areas for improvement)

• Strength:

- a) He completes all his work perfectly.
- b) He possesses sufficient theoretical knowledge.
- c) He everytime tries to become better.

• Weakness:

- a) He is type of introvert person and therefore hesitates to ask any doubt.
- b) B) Gets easily distracted.

Part C- Suggestions to make the internship programme more productive and effective.

- 1) Understand the office cultures and norms.
- 2) Promote internship programme online.
- 3) Students must be rewarded for the work done by them, it will increase their interest.
- 4) Increase duration of internship programme.

Part D – Changes required in the curriculum to improve employability of students.

- 1) Teaching students various software like Advanced excel, tally erp, etc so that their efficiency in work will be increase.
- 2) Should take the students to various industrial visit that may benefit their Knowledge.

For LUCKY FURNITURE CA



Mr. Arif shaikh

( Director)

Prop.

Place of Review : PUNE

Date of Review : 04/12/2023

## UNDERTAKING FROM STUDENT

1. Name of the Student: Shaikh Humera Kalim
2. Class: T.Y.B.COM.
3. Division and Roll Number: 5129-B
4. Present address: Ghorpade peth, Pune 411042
5. Permanent address: Ghorpade path, Pune 411042
6. Contact Number: 9766211750
7. Contact Number (Parent): 8087605464
8. Email ID: [Shaikhhumera055@gmail.com](mailto:Shaikhhumera055@gmail.com)

To,  
The Principal,  
AKI's Poona College of Arts, Science and Commerce  
Camp, Pune

Subject: Undertaking to the College for the Internship Programme.


Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join Anam & Associate for my sixty hours internship programme during October 02, 2023 to October 14, 2023.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

  
Shaikh Faisal Kalim  
(Name & Signature of parent)

Yours obediently,  
  
Shaikh Humera Kalim  
(Name & signature of the student)

Date:

## UNDERTAKING FROM STUDENT

To,  
The Manager (HR),  
Alim Shaikh  
(Pune)

Subject: Undertaking to follow office norms & act accordingly.

Respected Sir,

I am a student of AKI's Poona College of Arts, Science and Commerce College. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during October 2, 2023 to October 14 2023.

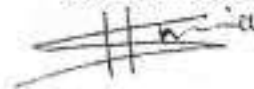
I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,




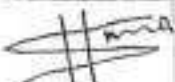





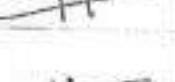


(Name & signature of the student)

Date:  
Place: Pune

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student: Shaikh Humera Kalim
2. Name of the College: AKI's Poona College Of Arts, Science & Commerce
3. Division and Roll Number: B -5129
4. Address: 57 A, Ghorpade peth, Pune 411042
5. Contact Number: 9766211750
6. Email ID: [Shaikhhumera055@gmail.com](mailto:Shaikhhumera055@gmail.com)
7. Special Subject: Cost & Works Accounting-II & III
8. Internship start date: 02<sup>th</sup> October 02 2023
9. Internship end date: 14<sup>th</sup> October 14 2023

## LOGSHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time From	to	Total hours	Details of work done	Signature of office	Signature of student
02-10-2023	11:00am	04:00pm	5hrs	Labour cost		
03-10-2023	11:00am	04:00pm	5hrs	Material Cost		
04-10-2023	11:00am	04:00pm	5hrs	Labour cost		
05-10-2023	11:00am	04:00pm	5hrs	Labour cost		
06-10-2023	11:00am	04:00pm	5hrs	Material Cost		

103/104, First Floor, Modern Pride Building, 409, near Pension Wala Masjid, New Nana Peth, Ganesh Peth, Pune, Maharashtra 411002

Email: [Anamsassociates786@gmail.com](mailto:Anamsassociates786@gmail.com)



07-10-2023	11:00am	04:00pm	5hrs	Labour cost	<i>Humera</i>	#
09-10-2023	11:00am	04:00pm	5hrs	Material Cost	<i>Humera</i>	#
10-10-2023	11:00am	04:00pm	5hrs	Labour cost	<i>Humera</i>	#
11-10-2023	11:00am	04:00pm	5hrs	Cost Sheet	<i>Humera</i>	#
12-10-2023	11:00am	04:00pm	5hrs	Cost Sheet	<i>Humera</i>	#
13-10-2023	11:00am	04:00pm	5hrs	Cost Sheet	<i>Humera</i>	#
14-10-2023	11:00am	04:00pm	5hrs	Cost Sheet	<i>Humera</i>	#
Total Hours			60hrs	-		

Certified that Shaikh Humera Kalim has satisfactorily completed the internship programme assigned to her.

*Sadique*

Sadique Ghulam  
(Supervisor)

*Umar Bhatkulkar*

CA Umar Bhatkulkar  
(Manager)

*Humera*

(Section in charge)



To,

The Principal,

Aki's Poona College,

Camp, Pune

Subject: Internship Completion Certificate .....

Dear Madam/ Sir,

I am happy to inform you that following student of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No	Name of the student	Roll no	Aadhar no.	Special Subject
01	SHAIKH HUMERA KALIM	5129	219168611242	Cost & Works Accounting II-III

This student has been provided with adequate exposure and necessary hands on training pertaining to their special subject.

I am confident that this student will perform effectively in similar type of organisations.

I wish them every success in future endeavours.

Thank you.



Sincerely,

Anam & Associates

103/104, First Floor, Modern Pride Building New Nana Peth, Ganesh Peth, Pune.411002

Email: Anamsassociates786@gmail.com Phone: 097665 85,106

## FEEDBACK FORM OF INTERSHIP

Internship Programme Feedback Form

Sr. No	Particulars	Details
1)	Name of the Supervisor/Officer	: Sadique Ghulam
2)	Department	: Accounting deal
3)	Designation	: Accountant
4)	Name of the Student	: Shaikh Humera Kalim
5)	Name of the College	: Poona College of Arts, Science and Commerce
6)	Special Subject	: Cost and Works Accounting-II&III
7)	Roll Number	: 5129

### Part - A - Individual Ranking (Please tick the suitable checkbox)

NO.	Parameter for feedback	Excellent	Very Good	Good	satisfactory	Needs improvement
1	Domain Knowledge				✓	
2	Communication Skill		✓			
3	Punctuality & Dedication		✓			
4	Ability to work in team	✓				
5	Problem solving skills			✓		
6	Quality of work done				✓	
7	Effectiveness			✓		
8	Efficiency		✓			
9	Ability to take initiative			✓		
10	Positive attitude			✓		
11	Appearance	✓				
12	Using full potential at work				✓	
13	Work habits		✓			
14	Honesty & Integrity	✓				
15	Creativity			✓		

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

❖ **Strength:**

- A) She completes all his work perfectly.
- B) Strong work ethic.
- C) High academic achievement.

❖ **Weakness:**

- A) She struggles with procrastination at times.
- B) The student may shy away from expressing their opinions assertively in group settings or seeking clarification when needed, potentially hindering their full participation.

Part C - Suggestions to make the internship programme more productive and effective.

1. Understand the office culture and norms.
2. Promote internship programme online.
3. **Post-Internship Support: Provide guidance for future endeavours.**
4. **clear objectives for the internship program.**
5. Increase duration of internship programme.

Part D - Changes required in the curriculum to improve employability of students.

1. Providing hands-on learning experiences like internships.
2. Fostering soft skills development such as communication and teamwork.
3. Establishing partnerships with industry for insights and opportunities.
4. Offering entrepreneurship education and customization options.
5. Implementing continuous feedback mechanisms and global perspectives.

Place of Review: Pune

Date of Review: 02.11.2023



Sadique Ghulam  
(supervisor)



Anjuman Khairul Islam's  
**POONA COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**

- Affiliated to Savitribai Phule Pune University ID No PUPNASC/223/1878
- UGC - 2(f) & 12 (B) Status - DBT - FIST Funded College
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority College

K. B. Hidayatullah Road, Camp,  
 Pune - 411001 (MS) India

+91-20-2645 4240  
 2644 6319

principal@poonacollege.edu.in  
 www.poonacollege.edu.in



**Professor Dr. Aftab Anwar Shaikh**

M.Com, Ph.D (Busi. Admin.)  
 PRINCIPAL

+91 98226 21576  
 dramwarshaikh@gmail.com

To,

Date: 31/10/2023

The Manager,

Ismail Khan

M.M. International

**Subject: - Request for inclusion of our college student for Internship Program 2023-24.**

Dear Madam / Sir,

Savitribai Phule Pune University has introduced 'Internship Program' for Third Year B.Com students in its revised syllabus 2019 pattern.

The purpose of the internship program is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide Mr./Ms. Zaeina Khan, student of our college pursuing specialization in the subject of **Cost & Works Accounting** with an opportunity for internship in your esteemed organization.

We would appreciate if you could provide exposure of the following business activities to our student: -

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

We look forward to a mutually rewarding academic association with your organization.

Thank you.

Sincerely,

*Prof*

*Prof*

Dr. Wafiyah Wahid  
 Coordinator,  
 Internship Program

Prof. Dr. Aftab Anwar Shaikh  
 Principal



To,  
The principal,  
Poona college,  
Camp,Pune

Subject: Internship Completion certificate

Dear madam/sir,  
I am happy to inform you that following student of your college have successfully completed the 'sixty hours Internship Programme' in this organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special subject
1.	Zarina Ismail Khan	5092	200908626469	Costing and works accounting II & III

This student has been provided with adequate exposure and necessary hands on training pertaining to their special subject.

I am confident that this student will perform effectively in similar type of organisations.

I wish them every success in future endeavours.

Thank you.

M. K. Interiors  
Sr. No. 43/112, Shop No. 1, Bldg A,  
Shree Vibhuti Heritage, Dattanagar  
Ambegaon (Bk. - Katraj),  
Pune- 44  
Mob. 7327489094

Sincerely,  
M.k interior

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the Internship process. Thank you.

Coordinator- Internship Programme  
Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Ismail Khan
2)	Department	: Costing department
3)	Designation	: Costing
4)	Name of the Student	: Zarina Khan
5)	Name of the College	: AKI'S Poona College
6)	Roll Number	: 5092
7)	Special Subject	: Costing

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1)	Domain Knowledge			✓		
2)	Communication Skills		✓			
3)	Punctuality & Dedication			✓		
4)	Ability to work in teams	✓				
5)	Problem solving skills	✓				
6)	Quality of work done			✓		
7)	Effectiveness		✓			
8)	Efficiency			✓		
9)	Ability to take initiative				✓	
10)	Positive attitude		✓			
11)	Appearance			✓		
12)	Using full potential at work		✓			
13)	Work habits			✓		
14)	Honesty & Integrity	✓				
15)	Creativity		✓			

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

•strength•

- 1) she is done her work best .
- 2) she concentrate on her work.
- 3) she had already studied costing related

Part C - Suggestions to make the Internship programme more productive and effective.

- 1) increase the duration of internship programme .
- 2)teaching on software and technically .
- 3) Improve the typing of the student.

Part D - Changes required in the curriculum to improve employability of students.

- 1) Improvement the practice of the student.



Miss. Svagi  
(Supervisor)

Place of review: pune

Date of review : 26/12/2023

**M. K. Interiors**  
Sr. No. 43/1/1/2, Shop No. 3, Bldg. A,  
Shree Vitthal Heritage, Dattanagar  
Ambegaon (Bk.) Katraj,  
Pune- 45.  
Mob. 7387408094



LOG SHEET OF WORK PERFORMED DURING INTERNSHIP



1. Name of the Student : Zarina khan
2. Name of the College : AKI's Poona College.
3. Division and Roll Number : B\_5092
4. Address : Kondhwa khurd Pune.48
5. Contact Number : 8530303328
6. Email ID : zk5947482@gmail.com
7. Special Subject : Costing
8. Internship start date : 11/12/2023
9. Internship end date : 26/12/2023

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP


Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
11 Dec	12:00am	3:00pm	3hrs	Training about costing		Zarina
12 Dec	12:00am	3:00pm	3hrs	Cost sheet format		Zarina
13 Dec	12:00am	3:00pm	3hrs	Material consume cost		Zarina
14 Dec	12:00am	3:00pm	3hrs	Material consume cost		Zarina
15 Dec	12:00am	3:00pm	3hrs	Prime cost		Zarina
16 Dec	12:00am	3:00pm	3hrs	Prime cost		Zarina
17 Dec	12:00am	3:00pm	3hrs	Factory cost		Zarina
18 Dec	12:00am	3:00pm	3hrs	Factory cost		Zarina
19 Dec	12:00am	3:00pm	3hrs	Factory cost		Zarina
20 Dec	12:00am	3:00pm	3hrs	Work cost		Zarina
21 Dec	12:00am	3:00pm	3hrs	Work cost		Zarina
22 Dec	12:00am	3:00pm	3hrs	Cost of production		Zarina
23 Dec	12:00am	3:00pm	3hrs	Cost of production		Zarina

Date	Time		Total Hours	Detail of work done	Signature of officer	Signature of student
	From	To				
24 Dec	12:00am	3:00pm	3hrs			
25 Dec	12:00am	3:00pm	3hrs	S&D cost		Zarina
26 Dec	12:00am	3:00pm	3hrs	Cost sheet		Zarina
Total hrs			60 hrs	Cost sheet		Zarina

Certified that Zarina khan has satisfactorily completed the internship programme assigned to ~~him~~ her.

  
(Supervisor)

  
(Manager)

  
(Section in charge)

**M. K. Interiors**  
Sr. No. 431/72, Shop No. 3, Bldg. A,  
Shree Vishal Heritage, Dattanagar  
Ambegaon (Bk. Katra),  
Pune- 46.  
Mob. 7387408094

UNDERTAKING FROM STUDENT

To,  
The Manager,  
Ismail Khan,  
Bibwewadi, Pune

Subject: Undertaking to sixty hours internship in your organization.

Respected Sir,

I am a student of AKI's Poona college. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organization for my sixty hours internship programme during 11/12/2023 to 26/12/2023.


I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

  
(Name & signature of the student)

Date :

Place : Pune

UNDERTAKING FROM STUDENT

1. Name of the Student : Zarina khan
2. Class : T.Y.B.Com.
3. Division and Roll Number : B\_5092
4. Present address : Kondhwa khurd
5. Permanent address : Kondhwa khurd
6. Contact Number : 8530303328
7. Contact Number (Parent) : 9503239969
8. Email ID : zk5947482@gmail.com

To,  
The principal,  
AKI's poona college

Subject: Undertaking to the college for the Internship  
Programme.

Respected Madam/Sir

I am studying in semester V of T.Y.B.Com. I am going to join MK.Interior for my sixty hours internship programme during 11/12/2023 to 26/12/2023.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,



(Name & Signature of parent)



(Name & signature of the student)

Date :



Anjuman Khairul Islam's

# POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

75  
Azadi Ka  
Amrit Mahotsav

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- UGC - 2(f) & 12 (B) Status • DST - FIST Funded College
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2644 6319.

principal@poonacollege.edu.in  
www.poonacollege.edu.in

**Professor Dr. Aftab Anwar Shaikh**  
M.Com, Ph.D (Busi. Admin.)  
PRINCIPAL

+91 98226 21579  
dranwarshaikh@gmail.com

To,  
The Manager,

Date: 31/10/2023

Mubin Shaikh

**Subject: - Request for inclusion of our college student for Internship Program 2023-24.**

Dear Madam / Sir,

Savitribai Phule Pune University has introduced 'Internship Program' for Third Year B.Com students in its revised syllabus 2019 pattern.

The purpose of the internship program is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide Mr./Ms. Talha Chinkumbi student of our college pursuing specialization in the subject of **Cost & Works Accounting** with an opportunity for internship in your esteemed organization.

We would appreciate if you could provide exposure of the following business activities to our student: -

1. Overhead Accounting
2. Cost sheet reviewing
3. Calculation of Labour cost

We look forward to a mutually rewarding academic association with your organization.

Thank you.

Sincerely,

Dr. Wafiya Wahid  
Coordinator,  
Internship Program

Prof. Dr. Aftab Anwar Shaikh  
Principal

## College Letter Head

To,  
The Manager(HR),  
M.M. Traders

Subject :- Request for inclusion of students of our college for Internship Programme...

Madam / Sir,

Savitribai Phule Pune University has introduced 'Internship Programme' for Third Year B. Com. Students in its revised syllabus.

The purpose of the internship programme is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for internship in your esteemed organisation.

We would appreciate if you could provide exposure of the following business activities to these students:-

Mention here the key contents of the discipline specific special subject selected by the student

We look forward to a mutually rewarding academic association with your organisation.

Thank you.



Sincerely,

Coordinator,  
Internship Programme

Principal

## UNDERTAKING FROM STUDENT

1. Name of the Student : Talha Munwar Chinkuntl
2. Class : T.Y.B.Com.
3. Division and Roll Number : 5069(B)
4. Present address : 29 Ghorpade peth mominpura, Pune.411042
5. Permanent address : 29 Ghorpade peth mominpura, Pune.411042
6. Contact Number : 9145228001
7. Contact Number (Parent) : 7517371574
8. Email ID : ts5151389@Gmail.com

To,  
The Principal,  
AKI'S Poona College Arts, Commerce & Science

Subject : Undertaking to Follow the office & Act Accordingly

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join M.M. Traders  
(Name of the organisation) for my sixty hours internship programme during 15 December  
2023 to 25 December 2023

I assure that I will follow all the rules and instruction issued by the internship  
providing organisation. I will be responsible for my behaviour and performance  
during the internship period.

Thank you.

Mumbaz

Mumbaz Chinkuntl  
(Name & Signature of parent)

Date :

Yours obediently,

Talha

Talha Munwar Chinkuntl  
(Name & signature of the student)

## UNDERTAKING FROM STUDENT

To,  
The Manager (HR),  
M.M. Traders  
Mominpura, Pune

Subject : Undertaking I assure that I will follow all the rules and instruction  
issued by you

Respected Madam / Sir,

I am a student of AKI'S Poona College Arts, Commerce & Science College. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 15 December 2023 to 25 December 2023.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

  
Yours sincerely,

Talha Munwar Chinkynti  
(Name & signature of the student)

Date :

Place : Pune





## M.M. Traders

Manufacturers of :All kinds of Wooden Furniture & Interior Decorators

1. Name of the Student : Talha Munwar Chinkunti
2. Name of the College : T.Y.B.Com.
3. Division and Roll Number : 5069(B)
4. Address : 29 Ghorpade peth mominpura, Pune.411042
5. Contact Number : 9145228001
6. Email ID : ts5151389@Gmail.com
7. Special Subject : Cost & Works Ac
8. Internship start date : 15 December 2023
9. Internship end date : 25 December 2023

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
3/11/23	8am	3pm	7hr	Department Familiarization		
4/11/23	8am	3pm	7hr	Costing Software Familiarization		
5/11/23	8am	3pm	7hr	Cost sheet preparation training		
6/11/23	8am	3pm	7hr	How to calculate direct cost		
7/11/23	8am	3pm	7hr	How to calculate Advertising expenses		
8/11/23	8am	3pm	7hr	Calculation of Labour Cost		

Phone: 9371044139

Email: m.m.traders12@gmail.com

Guruwar peth mominpura, Pune. 411042



# M.M. Traders

Manufacturers of :All kinds of Wooden Furniture & Interior Decorators

10/11/23	8am	3pm	7hr	Posting Entries in Cost Sheet		
11/11/23	8am	3pm	7hr	Overhead Accounting		
12/11/23	8am	3pm	7hr	Cost Sheet Reviewing		
13/11/23	8am	3pm	7hr	Internship Summary and Feedback		

Certified that Talha Munwar Chinkunti has satisfactorily completed the internship programme assigned to him.

Uzair Shaikh  
Name & Signature of supervisor

Mubin Shaikh  
Name & signature of manager

Ayaan Khan  
Name & signature of section in charge

For M. M. TRADERS

Proprietor  
STAMP

Date :  

---

Phone: 9371044139

Email: m.m.traders12@gmail.com

Guruwar peth mominpura, Pune. 411042



## M.M. Traders

Manufacturers of :All kinds of Wooden Furniture & Interior Decorators

To,  
The Principal,  
AKI'S Poona College,  
Camp, Pune

Subject: Internship Completion Certificate .....

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Talha Munwar Chinkunti	5069	4015 6358 5172	Cost & Works Accounting I & III

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

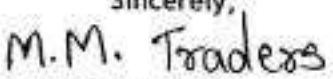
I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.

**For M. M. TRADERS**

  
**Proprietor**

Sincerely,  
  
Name & Signature  
(Authorised Signatory)

Phone: 9371044139  
Email: m.m.traders12@gmail.com

Guruwar peth mominpura, Pune. 411042

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,  
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the Internship process.  
Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	:	Details
1)	Name of the Supervisor/ Officer	:	Mubin Shaikh
2)	Department	:	Cost & Works
3)	Designation	:	Manager
4)	Name of the Student	:	Talha Munwar Chinkunti
5)	Name of the College	:	AKI'S Poona College
6)	Roll Number	:	5069
7)	Special Subject	:	Cost & Works AccountingII & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge		✓			
2)	Communication Skills					✓
3)	Punctuality & Dedication	✓				
4)	Ability to work in teams			✓		
5)	Problem solving skills				✓	
6)	Quality of work done					✓
7)	Effectiveness		✓			
8)	Efficiency			✓		
9)	Ability to take Initiative	✓				
10)	Positive attitude		✓			
11)	Appearance					
12)	Using full potential at work	✓				
13)	Work habits			✓		
14)	Honesty & Integrity					✓
15)	Creativity			✓		

Please turn over

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Strength :

- a) He Completes all his works perfectly.
- b) He Possesses sufficient theoretical knowledge.
- c) He everytime tries to become better.

Weakness :

- a) Difficulty in handling stress during
- b) Tendency to procrastinate on certain tasks
- c) Needs improvement in maintaining work-life balance

Part C - Suggestions to make the internship programme more productive and effective.

1. **Structured Onboarding:** Provide a comprehensive orientation that outlines expectations, goals, and resources available to interns.
2. **Regular Check-ins:** Schedule regular meetings to assess progress, address challenges, and provide guidance to interns.
3. **Real-world Projects:** Assign meaningful tasks and projects that allow interns to apply their learning in a practical setting and contribute to the organization's objectives.

Part D - Changes required in the curriculum to improve employability of students.

1. Introduce courses aligned with current industry demands to equip students with practical skills and knowledge.
2. Incorporate modules focusing on communication, teamwork, problem-solving, and leadership to enhance students' interpersonal skills.
3. Offer courses or workshop on entrepreneurship to foster innovation and empower students to create their own ventures.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : Pune

Date of Review : 24/12/2023

For M. M. TRADERS

  
Proprietor

### STUDENT FEEDBACK FORM

1. Name of the Student : Talha Munwar Chinkunti
2. Class : T.Y.B.Com.
3. Division and Roll Number : 5069(B)
4. Present address : Mominpura
5. Contact Number : 9145228001
6. Email ID : ts5151389@Gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- Internship training provided by the college was very useful	04
2.	I was properly introduced to the task assigned to me in the organisation	07
3.	I was given proper guidance to carry out my responsibility	08
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	10
6.	My supervisor / officer addressed to my queries/ doubts quickly	07
7.	I received due respect from my colleagues in the organisation	09
8.	The contents of the syllabus match with the practical work	03
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	03
10.	The Internship Programme is very useful to enrich my knowledge	09

Please give your suggestions to make the internship programme more productive and effective.

1. Increase duration of internship programme
2. University should tie up with different companies and conduct the internship programme

Please give your overall feedback about your experience during the internship (Not mentioned above).

The internship programme arranged by the Savitribai Phule University, Pune is a fabulous opportunity for every student to acquire practical skills in their respective fields.

 Talha Munwar Chinkunti  
Signature & Name of the student with date

Please mention your suggestions and feedback about this manual here.  
You can also mail them to [y.mithare@gmail.com](mailto:y.mithare@gmail.com) (Dr. Yashodhan Mithare, Associate Dean, Faculty of Commerce & Management, Savitribai Phule Pune University, Pune 411007)

1. Ensure transparency in accounting for internship costs by clearly documenting all expenses related to the internship program, including salaries,
2. Develop a comprehensive budget for the internship program, taking into account all potential costs and allocating resources accordingly. Regularly review and update the budget as needed to ensure financial sustainability.
3. Strive to optimize costs without compromising the quality of the internship program. Look for opportunities
4. Implement robust systems for tracking and monitoring internship costs to ensure accuracy and accountability.

\*\*\*\*\*



● **POST - INTERNSHIP  
PROGRAMME BY  
TALHA MUNWAR CHINKUNTI**

**Class: T.Y.B.com**

**Div.: B**

**Mob No.: 9145228001**

**Roll No.: 5069**

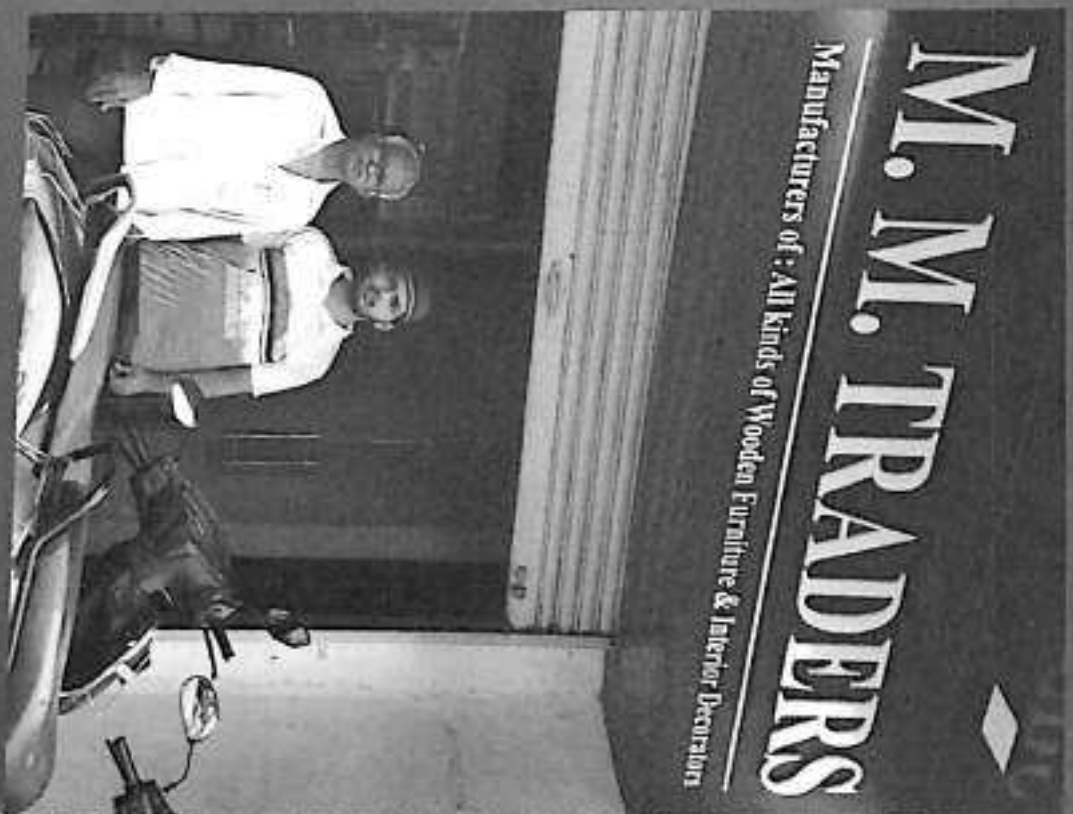
**AKI'S POONA COLLEGE OF ARTS,  
SCIENCE AND COMMERCE**



## COMPANY DETAILS:

### M.M. Traders

Guruwar Peth Mominpura  
Pune, Maharashtra  
411042 INDIA

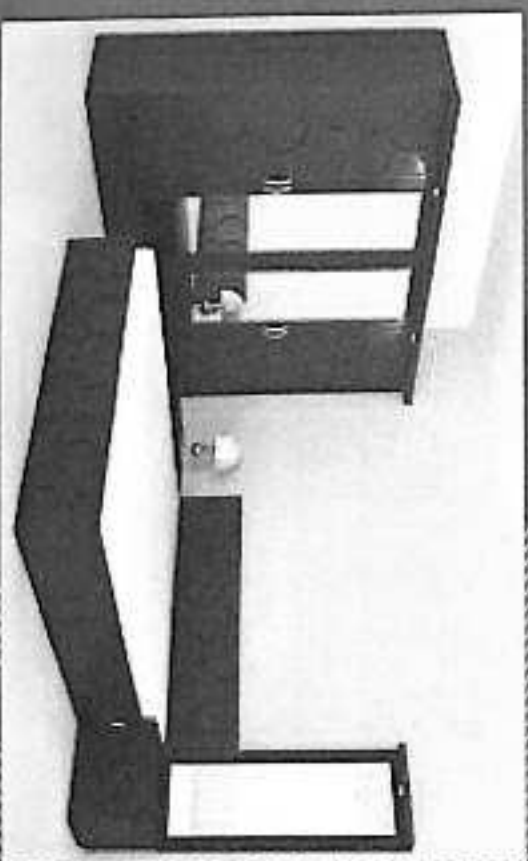
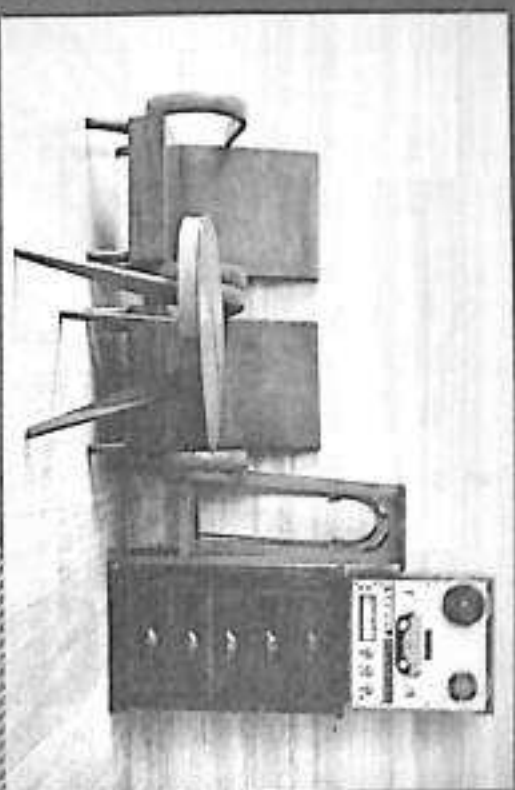


# About The Company:

- **Description:** This company manufacturing Industries in the Furniture and Related Product Manufacturing subsector make furniture and related articles, such as mattresses, window blinds, cabinets, and fixtures. The processes used in the manufacture of furniture include the cutting, bending, molding, laminating, and assembly of such materials as wood, metal, glass, plastics, and rattan. However, the production process for furniture is not solely bending metal ect.

**Products & Services:** Furniture can be a product of design and can be considered a form of decorative art. In addition to furniture's functional role, it can serve a symbolic or religious purpose. It can be made from a vast multitude of materials, including metal, plastic, and wood.

- **Category:** Manufacturer
- **Authorized Capital:** 30 Lakhs
- **Paid up Capital:** 12 Lakhs
- **Turnover:** 35 Lakhs
- **Branches:** ONE



# Contents Proposed to be Learnt:

## SKILL DEVELOPMENT

- SOFT SKILLS
- HARD SKILLS

## EXPERIENCE

- PRACTICAL WORK
- ANALYSIS OF BUSINESS WORK

## CONFIDENCE

- MORE CONFIDENCE IN THE RESPECTIVE SUBJECT
- CONFIDENCE IN ACQUIRING JOB OR ACQUIRING MORE KNOWLEDGE IN THE SUBJECT

SR NO.	NO. OF HOURS	ALLOCATION OF WORK
1.	0hr. – 6hr.	Department Familiarization
2.	6hr. – 12hr.	Costing Software Familiarization
3.	12hr. – 18hr.	Cost sheet preparation training
4.	18hr. – 24hr.	How to calculate direct cost
5.	24hr. – 30hr.	How to calculate Advertising expenses
6.	30hr. – 36hr.	Calculation of Labour Cost
7.	36hr. – 42hr.	Posting Entries in Cost Sheet
8.	42hr. – 48hr.	Overhead Accounting
9.	48hr. – 54hr.	Cost Sheet Reviewing
10.	54hr. – 60hr.	Internship Summary and Feedback

## Allocation Of 60 Hours Of Internship Work:



# List of the Officers and the Staff Members :

**UZAIR SHAIKH**  
(Supervisor)

- Store Manager
  - MUBIN SHAIKH

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name and Designation of the Officer  
under whom the Internship was  
completed :**

**NAME**

**• UZAIR SHAIKH**

**DESIGNATION**

**• MANAGER ACCOUNTING  
DEPARTMENT**

# Work Profile Assigned:

- ASSISTANT COST ACCOUNTANT

1. Preparing Cost Sheet
2. Overseeing work performed by labourers
3. Calculation of labour cost
4. Reviewing cost sheet
5. Calculation of direct expenses
6. Feeding information in computerized cost sheet software

## Actual Worked Performed During Internship :

- Calculation of Labour Cost
- Reviewing Cost Sheet
- Preparing Cost Sheet
- Feeding information in Computerized Cost Sheet Software



# Skills Acquired During Internship :

SOFT SKILLS	HARD SKILLS	ADDITIONAL SKILLS
Communication	Computerised Accounting	Flexibility
Problem Solving	Cost Sheet Preparation	Respect
Teamwork	Inventory Control	Adaptability
Time Management	Cost Estimation	
Creativity		



## **Problems faced while Performing the assigned task :**

- Cost sheet preparation using computer
- Lack of field knowledge
- Communication with labourers
- Lack of trust by employees and labours
- Lack of time allotted
- Lack of focus on internship by managerial personnel

## **How the Problems were addressed :**

- **Continues practice on computer**
- **Communicating and getting help from our supervisor**
- **Questioning and learning with labourers**
- **Browsing through internet about how the work is done**

**Skills required to  
Perform the Assigned  
Task:**  
(not in syllabus)

- Practical knowledge
- Preparation of cost sheet using software
- Computer skills
- Time management



# Opinion of the Student:

POINTS	OPINION
1. Utility of the Internship Programme	The programme is very useful in learning practical knowledge, increasing employability,
2. Adequacy of the time allotted for programme	The time allotted was very less compared to what was needed to learn and apply for in real work
3. Suggestions for improvement in the syllabus	The syllabus includes most of the theoretical knowledge but doesn't have the practical knowledge and is not up to the date. Use of costing software and training should be included. Also, observation of work should be included
4. Will the programme improve employability?	Yes
5. Suggestions to make the internship programme more meaningful and effective	Increasing allotted time, Tie up with companies of different sectors for students to not have any problem in finding where to do internship. This may also help in increasing productivity and employability
6. Overall feedback about the internship experience	The Internship programme arranged by the Savitribai Phule University, Pune is a fabulous opportunity for every student to acquire practical skills in their respective fields



**M. M. TRADERS**  
Manufacturers of: All kinds of Wooden Furniture & Interior Decorations





**Letter Head of the Internship Provider Organisation**

To,  
 The Principal,  
Poona College,  
Pune (Place)

Subject: Internship Completion Certificate .....

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Puja Kumari	5093	54748943	Cost & Works
2.			6466	Accounting II & III
3.				
4.				
5.				
6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.

Sincerely,

*Piyush*  
 Piyush Shah  
 Name & Signature

(Authorised Signatory)



# LUCKY SOFT LUGGAGE

Manufacturing of Bags

## INTERNSHIP COMPLETION CERTIFICATE

To,  
The Principal,  
AKI's Poona College,  
Pune- 411001

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhaar No.	Special Subject
1.	MD AQAAID CHIKODI	5067	977759646188	Cost and Works Accounting

These students have been provided with adequate exposure and necessary handson training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.



Sincerely,

*MD A. Khan*

Name & Signature  
(Authorised Signatory)



## UNDERTAKING FROM STUDENT

1. Name of the Student : Sauleha Abdul Majid Ansari
2. Class : T.Y.B.Com.
3. Division and Roll Number : B - 5055
4. Present address : Sr. No 12 laxmi nagar , Yerwada  
pune 411006
5. Permanent address : Sr. No 12 laxmi nagar , Yerwada  
pune 411006
6. Contact Number : 7620125938
7. Contact Number (Parent) : 9881621095
8. Email ID : ms.sauleha@gmail.com

To,  
The Principal,  
AKI's Pooa College of Arts, Science & Commerce

Subject : Undertaking to the college for the Internship Programme

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join mehak bakers for my sixty hours internship programme during 11<sup>th</sup> Dec to 21<sup>st</sup> Dec 2023.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

(Name & Signature of parent)

(Name & signature of the student)

Date :



## UNDERTAKING FROM STUDENT

To,  
The Manager,

Pune

Subject : Undertaking to follow office norms & act accordingly.

Respected Madam / Sir,

I am a student of AKI's Pooa College of Arts, Science & Commerce. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 11<sup>th</sup> Dec to 21<sup>st</sup> Dec 2023.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

(Name & signature of the student)

Date :

Place : Pune





1. Name of the Student : Sauleha Abdul Majid Ansari
2. Name of the College : AKI's Poona College of Arts, Science & Commerce
3. Division and Roll Number : B - 5055
4. Address : Sr.No 12 laxmi nagar , Yerwada Pune -411006
5. Contact Number : 7620125938
6. Email ID : ms.sauleha@gmail.com
7. Special Subject : Cost & Works Accounting II & III
8. Internship start date : 13<sup>th</sup> December, 2023
9. Internship end date : 23<sup>rd</sup> December, 2023

#### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
13/12/23	10 A.M	4 P.M	6 Hour	Basic Introductions		
14/12/23	10 A.M	4 P.M	6 Hour	Analysis the Machineries		
15/12/23	10 A.M	4 P.M	6 Hour	Calculating material cost		
16/12/23	10 A.M	4 P.M	6 Hour	Calculating labour cost		
18/12/23	10 A.M	4 P.M	6 Hour	Material costing and price determination		
19/12/23	10 A.M	4 P.M	6 Hour	Labour costing		
20/12/23	10 A.M	4 P.M	6 Hour	Classification of direct and indirect cost		

21/12/23	10 A.M	4 P.M	6 Hour	Classification of direct and indirect cost		
22/12/23	10 A.M	4 P.M	6 Hour	Preparing cost sheet		
23/12/23	10 A.M	4 P.M	6 Hour	Preparing cost sheet		
Total Hours			60 hour			

Certified that Sauleha Ansari has satisfactorily completed the internship programme assigned to him.

supervisor

manager

section in charge

Date :



---

To,  
The Principal,  
AKI's Poona College of Arts, Science & Commerce  
Pune

**Subject: Internship Completion Certificate**

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Sauleha abdul majid ansari	5055	748437901828	Cost & Works Accounting II & III

These students have been provided with adequate exposure and necessary handson training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.

Sincerely,

Name & Signature  
(Authorised Signatory)

## FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Programme

### Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	:
2)	Department	Administrative department
3)	Designation	Supervisor
4)	Name of the Student	Sauleha Ansari
5)	Name of the College	AKI's Poona College of Arts, Science & commerce
6)	Roll Number	5055
7)	Special Subject	Cost & works accounting II & III

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge		✓			
2)	Communication Skills			✓		
3)	Punctuality & Dedication	✓				
4)	Ability to work in teams		✓	✓		
5)	Problem solving skills		✓			
6)	Quality of work done			✓		
7)	Effectiveness			✓		
8)	Efficiency		✓			
9)	Ability to take Initiative			✓		
10)	Positive attitude		✓			
11)	Appearance	✓				
12)	Using full potential at work				✓	
13)	Work habits		✓			

14)	Honesty & Integrity	✓				
15)	Creativity		✓	✓		

Part B - SWOT analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

**Strengths of Student:** Factor which benefit. Discipline, Problem solving skills, Focus on aim, Critical thinking, Time management.

-----  
**Weakness of Student:** Factors to work on anxiety, Aversion of Criticism, distraction, fear of failure.

Part C - Suggestions to make the internship programme more productive and effective.

1. -Focus of intern development
2. -Student should be focuses on health or physical development
3. -Make his extrovert
4. -Provide the access of mentorship.

Part D - Changes required in the curriculum to improve employability of students.

1. -Real world application
2. -Internship and industry collaboration
3. -Personal Organization and time keeping.

**Name, Designation and Signature of the Supervisor / Reviewing Officer**

**Place of Review : PUNE**

**Date of Review :**



### STUDENT FEEDBACK FORM

1. Name of the Student : Sauleha abdul majid ansari
2. Class : T.Y.B.Com.
3. Division and Roll Number : B - 5055
4. Present address : Sr.No 12 laxmi nagar, Yerwada pune-411006
5. Contact Number : 7620125938
6. Email ID : ms.sauleha@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	10
2.	I was properly introduced to the task assigned to me in the organisation	09
3.	I was given proper guidance to carry out my responsibility	09
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	10
6.	My supervisor / officer addressed to my queries/ doubts quickly	10
7.	I received due respect from my colleagues in the organisation	10
8.	The contents of the syllabus match with the practical work	08
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	09
10.	The Internship Programme is very useful to enrich my knowledge	09

Please give your suggestions to make the internship programme more productive and effective.

1. -Increase the duration of internship programme.
2. -Make them practical

Please give your overall feedback about your experience during the internship (Not mentioned above).

-I am grateful for the opportunity to get practical skills that will be useful not only for a lawyer, but for any intellectual worker. I am also grateful for the wonderful and understanding team, thanks to which every day spent at the office turned into a small holiday.

Signature & Name of the student with date

Please mention your suggestions and feedback about this manual here.  
You can also mail them to [y.mithare@gmail.com](mailto:y.mithare@gmail.com) (Dr. Yashodhan Mithare, Associate Dean, Faculty of Commerce & Management, Savitribai Phule Pune University, Pune)

1. -This internship programme in last year was great concept.
2. -It is very useful for practical industrial knowledge.
3. -But more time should be given for internship.
4. -Sixty hours was not enough for internship programme.
5. Students got the experienced because of this internship programme.
6. Student got the brief idea and knowledge of practical work in industries
7. This internship programme should be minimum four to sixth month of duration.
8. There is no sufficient duration of internship programme.
9. Increase the duration of internship programme.
10. -But the Internship Programme is very useful to enrich my knowledge.

\*\*\*\*\*

# R. M. TANWAR

SR NO 234/110, SULTAN HOUSE, SANJAY PARK, AIRPORT ROAD  
MAHARASHTRA PUNE, 411032

## INTERNSHIP COMPLETION CERTIFICATE

To,  
The Principal,  
Poona College of Arts,  
Science & Commerce,  
Pune-01

Subject: Internship Completion Certificate

Dear Madam/Sir,

I am happy to inform you that following students of your college have successfully Completed the 'Sixty Hours Internship Programme' in this organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Shaikh Tausif Mohammed Faheem	5147	362940946953	Cost and Work Accounting -II & III

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organizations.

I wish them every success in future endeavors.

Thank you.

Sincerely,

R. M. Tanwar  
Civil Contractor  
234/110, Sanjay Park, Airport Road,  
Pune - 411032.



Name & Signature  
(Authorized Signatory)