



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
- 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 21579



dranwarshaikh@gmail.com

To,

Date: 31/10/2023

The Manager,
of Rakesh Enterprises

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. Noor Saba Mohammed Yasin 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. Noor Saba Mohammed Yasin Khan.

2. _____

3. _____

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

UNDERTAKING FROM STUDENT

1. Name of the Student : NOORSABA MOHAMMED YASIN KHAN
2. Class : T.Y.B.Com.
3. Division and Roll Number : B (5165)
4. Present address : S.R.NO 3 BEHIND SARGAM HOTEL GADITAL
YERWADA PUNE 411006
5. Permanent address : S.R.NO 3 BEHIND SARGAM HOTEL GADITAL
YERWADA PUNE 411006
6. Contact Number : 7350847095
7. Contact Number (Parent) : 7218512944
8. Email ID : khannoorsaba29@gmail.com

To,
The Principal,
Akl's Poona College of Art's science and commerce

Subject: Under taking to the college for the Internship Programme

Respected Sir,

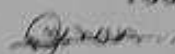
I am studying in semester V of T.Y.B.Com. I am going to join Rakesh Enterprises Pvt, Ltd.
for my sixty hours internship programme during 8 December 2023 to 26 December
2023.

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,

म. य. य. खान



A

(Name & Signature of parent)

Noorsaba Mohammed Yasin
(Name & signature of the student)

Date :

UNDERTAKING FROM STUDENT

To,
The Manager,
Rakesh Enterprises.
Yerwada Pune

Subject : Undertaking to follow office norms & act accordingly.

Respected Madam / Sir,

I am a student of Aki's poona College of Art's 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 8 December 2023 to 26 December 2023.

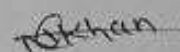
I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

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



Rakesh Enterprises

1. Name of the Student : NOORSABA MOHAMMED YASIN KHAN
2. Name of the College : T.Y.B.Com.
3. Division and Roll Number : B (5165)
4. Address : S.R.NO 3 BEHIND SARGAM HOTEL GADITAL YERWADA PUNE 411006
5. Contact Number : 7350847095
6. Email ID : khannoorsaba29@gmail.com
7. Special Subject : Cost And Work Accounting
8. Internship start date : 8 December 2023
9. Internship end date : 26 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				
8/12/2023	10.00am	03.00pm	5 hours	Labour Cost	Rakesh	Yasin
9/12/2023	10.00am	03.00pm	5 hours	Material Cost	Rakesh	Yasin
11/12/23	10.00am	03.00pm	5 hours	Labour Cost	Rakesh	Yasin
12/12/23	10.00am	03.00pm	5 hours	Labour Cost	Rakesh	Yasin
13/12/23	10.00am	03.00pm	5 hours	Material Cost	Rakesh	Yasin
14/12/23	10.00am	03.00pm	5 hours	Labour Cost	Rakesh	Yasin
15/12/23	10.00am	03.00pm	5 hours	Material Cost	Rakesh	Yasin
16/12/23	10.00am	03.00pm	5 hours	Labour Cost	Rakesh	Yasin
18/12/23	10.00am	03.00pm	5 hours	Classification of direct and indirect	Rakesh	Yasin
19/12/23	10.00am	03.00pm	5 hours	Classification of direct and indirect	Rakesh	Yasin
20/12/23	10.00am	03.00pm	5 hours	Cost Sheet	Rakesh	Yasin
21/12/23	10.00am	03.00pm	5 hours	Cost Sheet	Rakesh	Yasin

Total Hours	60 hours		
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Certified that Noorsaba Mohammed Yasin Khan has satisfactorily completed the internship programme assigned to him.

Sushmita
Sushmita
(supervisor)

Pardesi
Neelam pardesi
(manager)

Rakesh
Rakesh Madake
(section in charge)

APPROVED
Sign :- *Pardesi*
Date :-

Date :

INTERNSHIP COMPLETION CERTIFICATE



Rakesh Enterprises

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.	Noorsaba Mohammed Yasin Khan	5165	361360192899	Cost & Work Accounting

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,

Rakesh Enterprises Private Limited

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	: Neelam Pardesi
2)	Department	: Accounting deal
3)	Designation	: Accountant
4)	Name of the Student	: Noorsaba Mohammed Yasin Khan
5)	Name of the College	: Aki's Poona College of Art's Science And Commerce
6)	Roll Number	: 5165
7)	Special Subject	: Cost And Work Accounting

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)

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

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, etc so that their efficiency in work will be increase.
2. Should take the students to various industrial visit that may benefit their knowledge.


Neelam pardesi

(Supervisor)

Place of Review : Pune

Date of Review :26/12/2023



SUNRISE



BAKERS

New Modikhana, 2130 Camp, Pune - 01

सनराइज बेकर्स

THE CAKE SHOP

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 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.	Dukandar Safa	5072	679675506384	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,

SUNRISE BAKERS
NEW MODIKHANA, 2130 CAMP,
PUNE - 411 001.

Sunrise Bakers
(Authorised Signatory)



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.

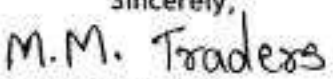
I am confident that these students will perform effectively in similar type of organisations.

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

INTERNSHIP COMPLETION CERTIFICATE

K V S B & ASSOCIATES LLP
 CHARTERED ACCOUNTANTS

Office No. 545, D-Wing, Clover Center,
 7, Moledina Road, Camp, Pune - 411001
 Tel.: 020-26111006

To,
 The Principal,
 AKI 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.	Abdultayyeb T Nalwala	5097	751607530233	Cost and Works Accounting 2 and 3
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.



For, **K V S B & Associates**
 Chartered Accountants
 Firm's Registration No. 109974

Name & Signature
 CA Shabbir Kulkarni
 Partner (Practising Signatory)
 M. No. 105758

Awhale Patil Foods and Beverages

INTERNSHIP COMPLETION CERTIFICATE

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.	Saffar Ramesh Gaikwad	5047	795948275149	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,



S COMFORT SEATING SYSTEM

SR. NO. 32, HISSA NO 2A/6/1, NEAR GANESH FABRICATION
WORK KONDHWA BK, PUNE - 48

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.	Pratham Ashok Pillay	5103	2456695012 46	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 endeavours.

Thank you.

Sincerely,



Pratham Ashok Pillay
Pratham
Name & Signature

DHANLAXMI FURNITURES

Shop Address : Sr. No. 32/3/20, Near Zoom Tiles, Behind Anraj Dhaba, Kondhwa Budruk, Pune - 48.
Shop Address : Sr. No. 63/9B, Kedari Nagar, Near Oxford Primum, Opp. Calcutta Sweet, Wanawadi, Pune - 40.
Mail : dipmalsolanki786@gmail.com Cell : 8888664395 / 9730494395

Date : / / 20

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.	Zahabiya M. Sadikot	5105	699790028796	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.

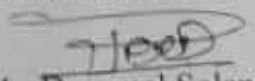
I wish them every success in future endeavors.

Thank you.

Sincerely,

DHANLAXMI FURNITURES

Sr. No. 32/3/20, Near Zoom Tiles,
Behind Anraj Dhaba, Kondhwa
Budruk, Pune 411048.


Mr. Deepmal Solanki

(Authorized Signatory)

S D Parkar & Co.

Cost Accountants

Office No 1, 2nd Floor Radiant Arcade, East Street, Camp Pune-1 Mobile – 09923271190 e-mail-
sdparkar@yahoo.com

To,
The Principal,
AKI'S Poona College,
(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	Mahek Jamil Shaikh	B-5134	296673841958	Cost & Work Accounting


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,


CMA Sameer D Parkar

Name & Signature (Authorised Sign)



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.	Aadhar No.	Special Subject
1.	ABDULRAHMAN M SHAIKH	5118	844374847664	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,

M. D. A. Kam

Name & Signature

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
I.	Shoaib Rafiq Tanwar	5155	552669058149	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,



Name & Signature
(Authorized Signatory)

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

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
I.	Samrin Kasim Shaikh	5140	422886766327	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,



Name & Signature
(Authorized Signatory)

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



Date :

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
Poona College,
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.	Arbiya Riyaz Mulani	5096	481248132007	Cost and 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.



Name & Signature
(Authorised Signatory)

Serial: 12626

NAME:- ISHRAQ SALIM SAYYED

CLASS:- T.Y.B.COM DIV:- B

ROLL NO:- 5109

SUBJECT:- COST AND WORKS ACCOUNTING II & III.

INTERNSHIP PRESENTATION

NAME OF THE ORGANIZATION

R.K BRICKS

**CONCEPTS PROPOSED TO BE LEARNT DURING THE
INTERNSHIP PROGRAMME.**

- ❖ Differentiation of cost on the basis of Material cost, Labour Cost and Other Expenses Cost
- ❖ Segregation on the basis of its usage in the formation of the final product i.e. Direct cost and Indirect cost.
- ❖ Different elements of Contract Costing like material, labour, plant and machinery, indirect expenses.

ALLOCATION OF 60 HOURS OF INTERNSHIP PROGRAMME

Date	Time		Total Hours	Details of work done
	From	To		
14-12-2023	11:00 AM	04:00 PM	6 HRS.	Introduction to the firm
15-12-2023	11:00 AM	04:00 PM	6 HRS.	Knowing previous work and reviews
16-12-2023	11:00 AM	04:00 PM	6 HRS.	Visiting previous worked sites
17-12-2023	11:00 AM	04:00 PM	6 HRS.	Understanding our work
18-12-2023	11:00 AM	04:00 PM	6 HRS.	Understanding Manufacture costing
19-12-2023	11:00 AM	04:00 PM	6 HRS.	Understanding Manufacture costing Part II
20-12-2023	11:00 AM	04:00 PM	6 HRS.	Learning from Employees
21-12-2023	11:00 AM	04:00 PM	6 HRS.	Creating a sample Manufacture Accounts
22-12-2023	11:00 AM	04:00 PM	6 HRS.	Creating a final Manufacture Account
23-12-2023	11:00 AM	04:00 PM	6 HRS.	getting Feedbacks and Guidance for future career

LIST OF THE OFFICERS

NAME OF THE OFFICER	DESIGNATION
KHALID INAMDAR	OWNER
KASIM RAZA	MANAGER
KUMEL INAMDAR	SUPERVISOR
AAJIM SHAIKH	SECTION IN CHARGE

NAME AND DESIGNATION OF THE OFFICER UNDER WHOM THE INTERNSHIP
WAS COMPLETED.

NAME OF THE OFFICER

DESIGNATION

MR. K. S. S. S.

MANAGER

WORK PROFILE ASSIGNED DURING THE INTERNSHIP PROGRAMME

- ❖ I have been assigned the position of Assistant of Mr. KASIM RAZA the Manager of the firm.
- ❖ I have worked as Assistant Manager, who undertake all the records of material purchased and material used for the production of the product of the firm.
- ❖ I have also assisted the Manager of the firm to report upon the inward and outward of the materials used for the production.

ACTUAL WORK PERFORMED DURING THE INTERNSHIP PROGRAMME

- ❖ I have worked as Assistant Manager, who undertake all the records of material purchased and material used for the production of the product of the firm.
- ❖ I have also assisted the Manager of the firm to report upon the inward and outward of the materials used for the production.
- ❖ I have worked under the cost concepts like , material costing, labor costing, unit costing etc.
- ❖ To make estimates of new and proposed product costs.
- ❖ Provide management with reports that specify and compare factors that affect prices and profitability of products or services.
- ❖ Assist in audits and general ledger preparation.

UNDERTAKING FROM STUDENT

- | | |
|-----------------------------|--|
| 1. Name of the Student | : Ishaq Salim Sayyed |
| 2. Class | : T.Y.B.Com. |
| 3. Division and Roll Number | : DIV-B, Roll No: 5109 |
| 4. Present address | : 74 old bazaar Khadki Pune 3 |
| 5. Permanent address | : 74 old bazaar Khadki Pune 3 |
| 6. Contact Number | : 9822483388 |
| 7. Contact Number (Parent) | : 9850161667 |
| 8. Email ID | : ishraqsayyed@gmail.com |

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

Subject: Undertaking From Student

Respected Madam/Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join S COMFORT SEATING SYSTEM COMPANY for my sixty hours internship programme during 14th December 2023 to 23rd December 2023.

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.

Salim usman sayyed
fat

(Name & Signature of parent)

Date:

Yours obediently,
Ishaq Salim Sayyed

(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,
The Manager,
R.K. BRICKS
Pune - 410502

Subject: Undertaking From Student

Respected Madam/Sir,

I am a student of Poona College of Arts, Science & Commerce, Camp, Pune-01. 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 14th December 2023 to 23rd December 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,



(Name & signature of the student)

Date:

Place:

RK.BRICKS

42 BADSHAH TALAV JUNNAR , PUNE-410502

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the student: Ishraq Salim Sayyed
2. Name of the College: T.Y. B.Com.
3. Division and Roll Number: Div B, Roll No:5109
4. Address: 74-old bazaar Khadki Pune 3
5. Contact Number: 9822483388
6. Email ID: ishraqsayyed@gmail.com
7. Special Subject: Cost and Works Accounting- II & III
8. Internship start date: 14th December 2023
9. Internship end date: 23rd December 2023

LOGSHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
14-12-2023	11:00 AM	04:00 PM	6 HRS.	Material Cost		
15-12-2023	11:00 AM	04:00 PM	6 HRS.	Material Cost		
16-12-2023	11:00 AM	04:00 PM	6 HRS.	Labour Cost		
17-12-2023	11:00 AM	04:00 PM	6 HRS.	Cost Sheet		
18-12-2023	11:00 AM	04:00 PM	6 HRS.	Classification of Direct & Indirect Cost		
19-12-2023	11:00 AM	04:00 PM	6 HRS.	Material Cost		
20-12-2023	11:00 AM	04:00 PM	6 HRS.	Labour Cost		
21-12-2023	11:00 AM	04:00 PM	6 HRS.	Labour Cost		
22-12-2023	11:00 AM	04:00 PM	5 HRS.	Cost Sheet		
23-12-2023	11:00 AM	04:00 PM	5 HRS.	Material Cost		

Certified that ISHRAQ SALIM SAYYED has satisfactorily completed the internship programme assigned to him.



Name &
Signature of
supervisor



Name &
signature of
manager



Name &
signature of
section in charge

Date:

RK.BRICKS

42 BADSHAH TALAV JUNNAR , PUNE-410502

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.	Iahrag Salim Sayyed	5109	529614301230	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.K. JINDAR BRICK SUPPLIERS

R. Jindar

PROPRIETOR

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. Thankyou.

Coordinator-Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/Officer	KASIM RAZA
2)	Department	MANAGER DEPARTMENT
3)	Designation	MANAGER
4)	Name of the Student	ISHRAQ SALIM SAYYED
5)	Name of the College	POONA COLLAGE OF ARTS SCIENCE AND COMMERCE
6)	Roll Number	5109
7)	Special Subject	COST AND 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			✓		

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 employ ability of students.

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

Mohid Inamdar
P. Inamdar

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review: Juvaa

Date of Review:

STUDENT FEEDBACK FORM

1. Name of the Student : ISHRAQ SALIM SAYYED
 2. Name of the College : T.Y.B. Com
 3. Division and Roll Number : Div B, Roll No: 5109
 4. Address : 74 OLD BAZAAR KHADKI PUNE
 5. Contact Number : 9822483388
 6. Email ID : ishraksayyed@gmail.com

Please provide your rating about following aspects pertaining to our 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 organization	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 organization	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 S COMFORT SEATING SYSTEM COMPANY. I LEARN LOTS OF THINGS IN THIS INTERNSHIP IT WAS VERY USEFUL FOR ME.



Ishraq

Signature & Name of the student with date

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.	Tayyaba Nazir Shaikh	5148	419485912454	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,



Name & Signature

(Authorized Signatory)

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

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.	Siddiqui Akbar Ab.Gani	5150	3550 16918215	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)



VACUUM PLANT & INSTRUMENTS MFG. CO. LTD.

48-A, MUNDHAWA, PUNE - 411 036, INDIA
TEL : +91-20-26890291, 26890559, 26890569, 26890892, 26890295 • Mobile : 9923806518
E-mail : vpiltd@gmail.com, vpiltd2@gmail.com • Visit us at : www.vpiltd.com
CIN : U29120PN1965PLC013099

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
AKI'S 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.	RAJ GANESH PRASAD GUPTA	5156	923898579314	COST AND WORKS ACCOUNTING
2.				
3.				

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.



Stamp

Sincerely,
VACUUM PLANT & INSTRUMENTS MFG. CO. LTD.

Name & Signature: 
ANIL K. KIRAD
Director Operations
(Authorised Signatory)

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.	Fatima Aziz Sayyed	5108	604299060678	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,



Name & Signature
(Authorized Signatory)

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

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.	Gulzar Ajmer Pathan	5101	530887290961	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,



Name & Signature
(Authorized Signatory)

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

LETTER TO INTERNSHIP PROVIDING ORGANISATION FOR INCLUSION OF STUDENTS

To,

The Manager(HR),

STANDARD BAKERY, Co Ltd.

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 with an opportunity for internship in your esteemed organization .

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

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

Thank you .

Sincerely,

Principal

Cordinator ,
Internship Programme

UNDERTAKING FROM STUDENT

1. Name of the Student : Bellam Rama Ramayya
2. Division and roll no : B 5052
3. Present address : lane no 2, nigde nagar, bt kawde rd, ghorpuri, pune 01.
4. Permanent address : lane no 2, nigde nagar, bt kawde rd, ghorpuri pune 01.
5. Contact Number : 9356290557
6. Contact Number(parent): 8087856259
7. Email ID : www.chintaguntarama1996@gmail.com

To,
The Principal,
POONA COLLEGE

Subject Undertaking From Student

Respected Madam/Sir,
I am studying in semester V of TY.Bcom . I am going to join STANDARD BAKERY for my sixty years inetrnship programme during 26.12.23 to 10.1.24.
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

B. Ramayya

BELLAM RAMAYYA
(Name and Signature of parent)

Date:

Yours obediently,

B. Ramayya

BELLAM RAMA
(Name and signature of the student)

UNDERTAKING FROM STUDENT

Subject: Undertaking from student

Respected Madam/sir,

I am a student of POONA COLLEGE. I am studying in semester VI of T.Y. Bcom. I am going to join esteemed organization for my sixty hours internship programme during 26.12.23 to 10.1.24

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 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,

C. Ramya

(Name and signature of the student)

BELLAM RAMA

Date :

Place :

LOG SHEET OF WORK PERFORMED DURING











INTERNSHIP



- Name of the Student : Bellam Rama Ramayya
- Name of the College : Poona College
- and Roll Number : B 5062
- Address : Lane no 2, nigde nagar, bt kawade rd, ghorpuri, pune-01.
- Contact no : 9356290557
- Email ID : chintaguntlarama1996@gmail.com
- Special Subject: Costing II & III
- Internship start date : 26.12.23
- Internship end date : 10.1.24

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

DATE	TIME	TOTAL HOURS	DETAILS OF	SIGNATURE	SIGNATURE
------	------	-------------	------------	-----------	-----------

DATE/TOTAL	TIME	TOTAL HOURS	DETAILS OF WORK DONE	SIGNATURE OF OFFICER	SIGNATURE OF STUDENT
30.12.23	9am to 3pm	5hrs	Labour Cost		<u>C. Ravina</u>
2.1.24	9am to 3pm	5hrs	Material cost		<u>C. Ravina</u>
3.1.24	9am to 3pm	5hrs	Labour Cost		<u>C. Ravina</u>
4.1.24	9am to 3pm	5hrs	Labour Cost		<u>C. Ravina</u>
5.1.24	9am to 3pm	5hrs	Material Cost		<u>C. Ravina</u>
6.1.24	9am to 3pm	5hrs	Labour Cost		<u>C. Ravina</u>
8.2.24	9am to 3pm	5hrs	Classification of direct & indirect cost		<u>C. Ravina</u>
9.1.24	9am to 3pm	5hrs	Cost Sheet		<u>C. Ravina</u>
10.1.24	9am to 3pm	5hrs	Cost Sheet		<u>C. Ravina</u>
TOTAL HOURS		= 60 hrs.			<u>C. Ravina</u>

Certified that Miss Rama Bellam has satisfactorily completed the internship programme assigned To her.



Name and signature
of supervisor

Date :



Name and signature
of manager

NEW STANDARD BAKERY
22, NEELINGE, K. S. ROAD, CAMP,
MUMBAI - 401303. TEL: 022 - 25350519
GSTIN: 27AAEPN5854E1ZA

Name and signature
of section incharge

INTERNSHIP COMPLETION CERTIFICATE



To,
The Principal,
Poona College,
Pune.

Subject : Internship Completion Certificate.

Dear Madam/Sir ,

I am happy to inform that Miss Rama Bellam student of T.Y.Bcom has successfully completed the "The Sixty Hours Internship Programme" in this organisation .
She has been provided with adequate exposure and necessary hands-on training pertaining to their special subject .
I am confident that she will perform effectively in similar type organisations .
I wish her success in future endeavors.
Thank you

Sincerely

Name & Signature

(Authorized Signatory)

NEW SUNDAY
22, MIDLAND ROAD, CHENNAI, CAMP,
INDIA - 600 017. TEL: 44-2650519
GSTIN: 27AAQIN554E12A

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 intership process.

Thank You

Coordinator- Internship Programme

Internship Programme Feedback Form

SR. NO	PARTICULARS	DETAILS
1	Name of the Supervisor / officer	RAGINI ANSARI
2	Department	PRODUCTION
3	Designation	OFFICER.
4	Name of the Student	Bellam Rama
5	Name of the College	Drona College

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 & Dedication	<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"/>				

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 Organisation and Time Keeping.

RAGINI ANSARI , OFFICER/PRODUCTION HEAD.

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

Place of review: PUNE

Date of review:



STUDENT FEEDBACK FORM

1. Name of the Student : Bellam Rama Ramaya
2. Class : T.Y.Bcom
3. Division and Roll number: 5062
4. Present Address : Lane no 2, nigde nagar, bt kawade rd, ghorpuri, pune-01.
5. Contact Number :9356290557
6. Email id :www.chintaguntarama1996@gmail.com

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

SR NO	PARAMETERS	RESPONSE
1	The pre-internship training provided by the college was very usefull	09
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	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	08
7	I received due respect from my colleagues in the organisation	09
8	The contents of the syllabus match with the practical work	08

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 valuable 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 and name of the student with date

C. Ravindra

BELLM

RAMA

Please mention your suggestions and feedback about this manual here. You can also mail them to 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 experience because of this internship.
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.



S.S. INFRAPROJECTS

18/30, ground floor, Jai Ganesh Vision,
Akurdi, Pune, Maharashtra 411035

Date - 25/01/2024

CERTIFICATE

This is to certify that Mr. TAHER ARAB student from Poona College , has successfully completed his Internship at S.S. INFRAPROJECTS for the period commencing, from 08 January 2024 to 18 January 2024 as a part of his studies.

During his Project work he has shown keen interest and found to be sincere and hardworking.

Wishing him success in the future.

S.S. INFRAPROJECTS
Proprietor

S.S. INFRAPROJECTS

A handwritten signature in black ink, appearing to be 'Am', written over a horizontal line.

Authorised Signatory

HUSSAIN ENTERPRISES

639, Guruwarpeth, Near Mutton Market, Pune-42

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.	Maroof Mehdi Wajid Hasan Sayed	5111	883986138176	Cost and Work Accounting -II & III

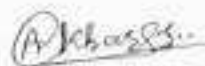
These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

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,



Akbar Shamji
Name & Signature

(Authorized Signatory)

INTERNSHIP COMPLETION CERTIFICATE

ARHAM FRAME MANUFACTURING

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.	Aadhar No.	Special Subject
1.	Ayush Santosh Lonkar	5094	964483719539	Cost and Works Accounting
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)

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.	Ranjeet Rajkumar Rajput	5104	35540660857	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,



Name & Signature
(Authorized Signatory)

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

VEDANSH ENTERPRISE



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 student	Roll.no.	Aadhar No.	Special subject
1	Shravan omdatta mourya	5095	640241359589	Cost & work accounting II & III

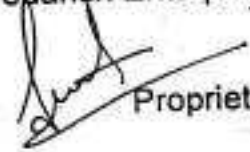
These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

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

I wish them every success in future endeavors .

Thank you

For Vedansh Enterprise



Proprietor

(Authorised Signatory)

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.	Patel Sufiyan Gaus	5100	982475126618	Cost & 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,

Name &

Signature (Authorised

Signatory)

FEEDBACK FROM INTERNSHIP HIGHSTYLE FURNISHERS

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.



VACUUM PLANT & INSTRUMENTS MFG. CO. LTD.

48-A, MUNDHAWA, PUNE - 411 036. INDIA

TEL : +91-20-26890291, 26890559, 26890569, 26890892, 26890295 • Mobile : 9923806518

E-mail : vpiltd@gmail.com, vpiltd2@gmail.com • Visit us at : www.vpiltd.com

CIN : U29120PN1965PLC013099

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
AKI'S 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.	SHAIKH REHAN IRFAN	5139	923613357375	COST AND WORKS ACCOUNTING
2.				
3.				

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.



Stamp

Sincerely,
For VACUUM PLANT & INSTRUMENTS MFG. CO. LTD.

Name & Signature

IRANJAN A. KIRAP
Director Operations
(Authorised Signatory)



VACUUM PLANT & INSTRUMENTS MFG. CO. LTD.

48-A, MUNDHAWA, PUNE - 411 036. INDIA

TEL : +91-20-26890291, 26890559, 26890569, 26890892, 26890295 • Mobile : 9923806518

E-mail : vpiltd@gmail.com, vpiltd2@gmail.com • Visit us at : www.vpiltd.com

CIN : U29120PN1965PLC013099

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
AKI'S 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.	GAURAV SANKESHWAR BHAGWAT	5063	606684770206	COST AND WORKS ACCOUNTING
2.				
3.				

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.



Vacuum Plant & Instruments Mfg. Co. Ltd.

Sincerely,

Name & Signature of A. Kirad
Director Operations

(Authorised Signatory)

VijayShanti Hardware & Sanitaryware

INTERNSHIP COMPLETION CERTIFICATE

To,

The Principal,

AKI'S Poona College Camp, Pune

Dear Madam/ Sir,

Subject: Internship Completion Certificate

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.	Raghunath Prakash Acharya	5051	7821888859	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.

Vijay Shanti
Sanitaryware & Hardware
Shop No. 5, Bhandargiri Arcada,
Camp, Pune-41

Sincerely,

To,

The Principal,

Aki's Poona College,

Camp, pune

Subject: Certificate of Internship Completion

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 on.

SR.NO	NAME	ROLL NO	AADHAR NUMBER	SPECIAL SUBJECT
01	SHESHGANDHA PARMESHWAR PANCHAL	5098	3102 4802 2793	COST AND WORK ACCOUNTING II &III

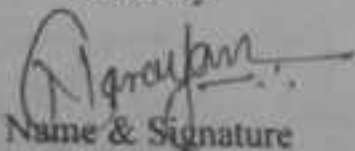
These students have been provided with adequate exposure and necessary hands on training pertaining to their special subject.

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

I wish them every success in future endeavors.

Thank you

Sincerely,


Name & Signature

(Authorised Signatory)





Letter Head of the Internship Provider Organisation

To,
 The Principal,
 Paasa..... 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.	Kajal Jha	5078	36248865	Cost and Works Accounting
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,
 Piyush
 Piyush Shah
 Name & Signature

(Authorised Signatory)



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.	Alisha Turab Deshmukh	5070	716302001449	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,



Name & Signature

(Authorized Signatory)

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

CREATIVE FURNITURE
DESHMUKH CHOWK, PATAS RINGROAD,
BARAMATI, 413102 DIST-PUNE

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.	Aayat Firoz Shaikh	5116	56471146978 III 6	Cost and Work Accounting - II &

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,



VINOD ZANZANE

Name &

Signature (Authorized

Signatory)

Hadapser Bakery

To,
The Principal,
Poona College Arts Sines and
Commerce Pune Camp

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that Saniya Salim Ansari 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	Ansan Saniya Salim	5054	350430718844	Cost and Works Accounting (II & III)

These students have been provided with adequate exposure and necessary hands-on training pertaining to their Cost And Works Accounting

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 Hadapsar Bakery

Proprietor

Sincerely,

Aakeb

Aakeb Ansari,
Name & Signature
(Authorised Signatory)

+919503648495
hadapserbakery123@gmail.com
Gadital Hadapsar pune 411028

Lucky soft luggage

414, Asha Complex, Dr. Ambedkar Sanskrit Bhavan, Maldhakka Chowk, Mangaiwar Peth, Sadashiv Peth, Pune, Maharashtra 411011

Internship Completion certificate

To,
The Principal, AKI'S Poona Collage'

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.	Asim Ilyas shaikh	5121		Cost and Works Accounting

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

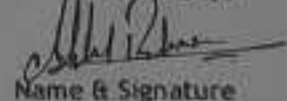
I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.



Sincerely,



Name & Signature

(Authorised Signatory)

S COMFORT SEATING SYSTEM
SR.NO. 32, HISSA NO. 2A/6/1, NEAR GANESH FABRICATION
WORK, KONDHWA BK, PUNE-48

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.	Khan Faraz Usman	5084	639339447578	Cost and Work Accounting -II & III

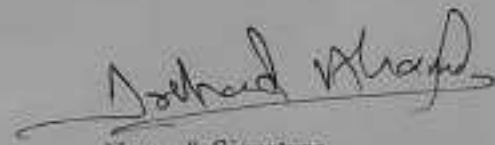
These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

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,



Name & Signature

(Authorized Signatory)



SHANKARRAO PAWAR SEAT CORNER

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

Subject: Internship Completion Certificate

I am happy to inform you that following student of your college have successfully completed the '60 hours internship programme' in this organization.

Sr. No.	Name	Roll No.	Aadhar No.	Special Subject
1.	Khadija Qamruzzaman Dhotekar	5071	872484822317	Cost And Works Accounting II & III

This student has been provided with exposure and necessary hand on training pertaining to her special subject.

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

I wish her every success in future endeavors.

Thank you.

Sincerely,

SHANKARRAO PAWAR SEAT CORNER



Signature

Shankarrao Pawar Seat Corner

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 Mahek Ishaque	5133	3470 2763 0158	Cost & 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.

Sincerely

Shankarrao Pawar Seat Covers



UNDERTAKING FROM STUDENT

1	Name of the Student	:	Sohail Hafz Miya
2	Class	:	TY B Com
3	Division and Roll Number	:	B - 5151
4	Present address	:	Flat no 3, Gagan Apartment, Bhairav Nagar, Opp Masjid, Dhanore Road, Pune - 411 015
5	Permanent address	:	Same as above
6	Contact Number	:	7559447102
7	Contact Number (Parent)	:	9011371896
8	Email ID	:	sohailmiya64@gmail.com

Respected Sir,


I am studying in Semester V of TY B Com. I am going to join Sai Solution, A5, 103 Megapolis, Maangaon, Hinjewadi, Pune - 411 057 for my sixty hours Internship programme during 05 Feb 2024 to 24 Feb 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


(Name & Signature of Parent)

Date:

Yours obediently,

Sohail Miya
(Name & Signature of the student)

UNDERTAKING FROM STUDENT

To,

The Manager (HR)

Sav Selection

Hinjewadi (Place)

Pune - 57

Subject : Undertaking for Internship

Respected Madam / Sir,

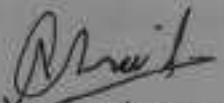
I am a student of Poona College College. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 05 Feb to 24 Feb 24.

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,

Sohail Miya
(Name & signature of the student)

Date : 02 Feb 2024

Place : Pune



A5-103 Megapolis, Maangaon, Hinjewadi
Pune - 411057

Branch Office:- Shri Ganesh 24/24 PCNTD
Pune 411044

Contact Numbers : 02027652245, 8983007799

Email: saisolutionpune@gmail.com,
director@saisolution.co.in

Date : 22nd Feb 2024

To,

The Principal,

AKI's Poona College of Arts, Science & Commerce,

Camp, Pune - 411 001

Subject : Internship Completion Certificate

Dear Sir/ Madam,

I am happy to inform you that **Master Sohail Hafiz Miya, Roll No 5151, Aadhar No 460651959928** Special Subject **Cost & Works Accounting II & III** of your college have successfully completed the '**Sixty Hours Internship Programme**' in this organization.

Master Sohail have been provided with adequate exposure and necessary hands on training pertaining to his special subject.

I am confident that **Master Sohail** will perform effectively in similar type of organisations.

I wish him every success to future endeavors.

Thank you.

Regards,

Vinayak Patil.

Director



FEEDBACK FORM OF INTERNSHIP

Internship Programme feedback form

Ser No	Particulars	Details
1.	Name of the Supervisor/ Officer	Ms Arti Karkera
2.	Department	Accounting deal
3.	Designation	Accountant
4.	Name of the Student	Sohail Hafiz Miya
5.	Name of the College	Poona College of Arts, Science and Commerce
6.	Roll Number	5151
7.	Special Subject	Cost and Works Accounting - II & III

Part A - Individual Ranking)Please tick the suitable check box(.

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 & Dedication		<input checked="" type="checkbox"/>			
4.	Ability to work in teams	<input checked="" type="checkbox"/>				
5.	Problem solving skills					
6.	Quality of work done			<input checked="" type="checkbox"/>		
7.	Effectiveness		<input checked="" type="checkbox"/>			
8.	Efficiency			<input checked="" type="checkbox"/>		
			<input checked="" type="checkbox"/>			



No	Parameter for Feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
9.	Ability to take initiative		✓			
10.	Positive attitude			✓		
11.	Appearance	✓				
12.	Using full potential			✓		
13.	Work habits		✓			
14.	Honesty & Integrity	✓				
15.	Creativity		✓			

Part B : SWDC 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 every time tries to become better.

❖ Weakness

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





A5 103 Megapolis, Maangoon, Hinjewadi
Pune - 411057

Branch Office:- Shri Ganesh 24/24 PCNTD
Pune 411044

Contact Numbers : 02027652245, 8983007799

Email: saisolutionpune@gmail.com,
director@saisolution.co.in

Date : 22nd Feb 2024

1. Name of the Student : Sohail Hafiz Miya
2. Name of the College : AKI's Poona College of Arts, Science & Commerce
3. Division and Roll Number : Div - B, Roll No 5151
4. Address : Bhairav Nagar, Dhanori Road, Pune - 411015
5. Contact Number : 7559447102
6. Email ID : sohailmiya64@gmail.com
7. Special Subject : Cost & Works Accounting - II & III
8. Internship start date : 05 Feb 2024
9. Internship end date : 21 Feb 2024



LOGSHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of Student
	From	To				
05 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Labour Cost	<i>Ash</i>	<i>Ashad</i>
06 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Material Cost	<i>Ash</i>	<i>Ashad</i>
07 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Labour Cost	<i>Ash</i>	<i>Ashad</i>
08 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Labour Cost	<i>Ash</i>	<i>Ashad</i>
09 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Material Cost	<i>Ash</i>	<i>Ashad</i>
12 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Labour Cost	<i>Ash</i>	<i>Ashad</i>
13 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Material Cost	<i>Ash</i>	<i>Ashad</i>
14 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Classification of direct & indirect Cost	<i>Ash</i>	<i>Ashad</i>
15 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Cost Sheet	<i>Ash</i>	<i>Ashad</i>
16 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Cost Sheet	<i>Ash</i>	<i>Ashad</i>
20 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Labour Cost	<i>Ash</i>	<i>Ashad</i>
21 Feb 2024	10.00 AM	03.00 PM	5 Hrs	Material Cost	<i>Ash</i>	<i>Ashad</i>

It is hereby Certified that **Sohail Hafiz Miya** has satisfactory completed the intership programme assigned to him.



Ash
Supervisor.

Rahul
Section in charge

Part C : Suggestion to make the internship programme more productive and effective.

- (a) **Understand the office culture and norms.**
- (b) **Promote internship programme online.**
- (c) **Students must be rewarded for the work done by them, it will increase their interest.**
- (d) **Increase duration of internship programme.**

Part D : Changes required for the curriculum to improve employability of students.

- (a) **Teaching students various software like Advanced excel, tally erp, etc so that their efficiency in work will be increase.**
- (b) **Should take the students to various industrial visit that may benefit their knowledge.**



(Supervisor)

Place of Review : Pune

Date of Review : Feb 2024

S COMFORT SEATING SYSTEM

SR. NO. 32, HISSA NO JA/II/1, NEAR GANESH FABRICATION WORK KONDHWA BK,
PUNE - 48

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.	Adhar No.	Special Subject
1.	Owais Shahid Sayyed	5114	313247116411	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,



Name & Signature

(Authorized Signatory)





A5 103 Megapolis, Maangaon, Hinjewadi Pune - 411057

E-mail: saisolutionpune@gmail.com Tel : 9822552867.

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
AKI's, Poona College of Arts, Science & Commerce,
Camp, Pune – 411001

SUBJECT : INTERNSHIP COMPLETION CERTIFICATE

Dear Madam/ Sir,

I am happy to inform you that **Master Sohail Hafiz Miya, Roll No 5151, Aadhar No 460651959928 (Special Subject – Cost & Works Accounting II & III)** of your college has successfully completed the '**Sixty Hours Internship Programme**' in this organization.

Master Sohail has been provided with adequate exposure and necessary handson training pertaining to their special subject.

I am confident that **Master Sohail** will perform effectively in similar type of organizations.

I wish him every success in future endeavors.

Thank You.



S COMFORT SEATING SYSTEM

SR. NO. 32, HISSA NO 2A/6/1, NEAR GANESH FABRICATION WORK
KONDHWA BK, PUNE - 48

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.	Rehan Dilshad Ansari	5053	598165622815	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 endeavours.

Thank you.

Sincerely,



Rehan Dilshad Ansari
Name & Signature

(Authorized Signatory)

Lucky soft luggage

414, Asha Complex, Dr. Ambedkar Sanskrit Bhavan, Maldhakka Chowk, Mangalwar
Peth, Sadashiv Peth, Pune, Maharashtra 411011

Internship Completion certificate

To,
The Principal, AKI'S Poona Collage'

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.	TARIQUE ANWAR	5057		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,

Name & Signature
(Authorised Signatory)

SHANKARRAO PAWAR SEAT CORNER

To,

The Principal,

Aki's Poona College,

Camp, Pune

Subject: Internship Completion Certificate

I am happy to inform you that following student of your college have successfully completed the '60 hours internship programme' in this organization.

Sr. No.	Name	Roll No.	Aadhar No.	Special Subject
1.	Maheen Harun Tamboli	5154	963326937570	Cost And Works Accounting II & III

This student has been provided with exposure and necessary hand on training pertaining to her special subject.

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

I wish her every success in future endeavors.

Thank you.

Sincerely,
SHANKARRAO PAWAR SEAT CORNER
PUNE
Name & Signature

Shankarrao Pawar Seat Corner

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 Mahek Munir	5135	52316858 0005	Cost & 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.

Sincerely



Shankarrao Pawar Seat Covers

META FOLD ENGINEERING PVT LTD

SR.NO.27-5/2 PUNYADHAM ASHRAM RD WASHAT
KONDHWA BUDRUK

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
Pooma 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 Program' in this organization.

Sr. No.	Name of the student	Roll No.	Andhar No.	Special Subject
1.	ABURAHID NASIRHUSEN SAVANUR	5106	008467232268	Cost and Work Accounting -II & III

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

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 A
(Authorized Signatory)

META FOLD ENGINEERING PVT LTD

SR.NO.27-5/2 PUNYADHAM ASHRAM RD WASHAT
KONDHWA BUDRUK

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
Pooma 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 Program' in this organization.

Sr. No.	Name of the student	Roll No.	Andhar No.	Special Subject
1.	ABURAHID NASIRHUSEN SAVANUR	5106	008467232268	Cost and Work Accounting -II & III

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

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 A
(Authorized Signatory)

METAFOLD ENGINEERING PVT LTD
COMPANY

SR.NO.27,52 PUNYADHAM ASHRAM RD AUDYOGIC
WASAHAT KONDHWA PUNE MAHARASHTRA

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.	AFAAN RIYAZ SHAIKH	5120	260963502410	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,


Name of Signatory

(Authorized Signatory)

INTERNSHIP COMPLETION CERTIFICATE




To,
The Principal,
Poona College,
Pune.

Subject : Intership Completion Certificate.

Dear Madam/Sir ,

I am happy to inform that Miss SNEHAL BHORDE student of T.Y.Bcom has succesfully completed the "The Sixty Hours Internship Programme" in this organisation .
She has been provided with adequate exposure and necessary hands-on training pertaining to their special subject .
Iam confident that she will perform effectively in similar type organisations .
I wish her success in future endeavors.

Thank you

Sincerely 
Name &Signature
(Authorized Signatory)

NEW STANDARD BAKERY
ALMUDA, PUNE, INDIA, PAM
1001 - ALUMINA, PUNE, INDIA
2019 2020/05/22/2020

T.Y.B.COM P

Department of Co

Poona College of Ar

MIRANJI AND COMPANY

OFFICE NO.26 AMOL SAGAR ESTATES, OPP.MADINA
RESTAURANT CHUDAMANTALIM BHAVANI PETH PUNE -
411002

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
Poona College of Arts,
Science & Commerce,
Pune-41

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.

Sl. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Md Kaif	5079	368367749085	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,



Arunad

Name & Signature
(Authorized Signatory)

S COMFORT SEATING SYSTEM

SR. NO. 32, HISSA NO 2A/6/1, NEAR GANESH FABRICATION WORK
KONDHWA BK, PUNE - 48

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.	Sumaiya Irfan Shaikh	5146	2966 7621 7273	Cost and Work Accounting -II & III

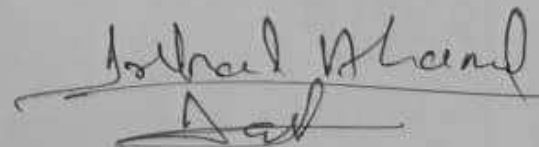
These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

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

I wish them every success in future endeavours.

Thank you.

Sincerely,



Name & Signature

(Authorized Signatory)



UNDERTAKING FROM STUDENT

1. Name of the student: SANVI LADU ESALVAB BANIJI
2. Class: T & B Com.
3. Division and Post/Master: SHRIJEE - II
4. Present address: 51, No. Dr. Rajwade College, Yashwantrao Chavan Road, Shivajinagar, Pune - 411006.
5. Permanent address: 50, No. 1000 Road, Ghatge Road, Shivajinagar, Pune - 411006.
6. Contact Number: 9421720377
7. Contact Number: 9922727213
8. E-mail: sarvabani23@gmail.com

To,

The Principal

Art & Science College of Arts, Science and Commerce

Subject: Under taking to the college for the internship programme (Semester)

Medium: Sr.

I am studying in semester V of T & B Com. I am going to join **MAHARAJA JYOTIBHAI BORDHOLI** for my internship program on during 11/12/2023 to 22/12/2023.

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

Thank you

Your obediently

Name & Signature of parent:

SANVI LADU ESALVAB BANIJI
(Name & signature of the student)

Date:

NEW MAHEK BAKERS
R. N. KHOSLA, VERVADE,
PUNE-411006,
MED. : 962219734

SHANKARRAO PAWAR SEAT CORNER

To,

The Principal,

Aki's Poona College,

Camp, Pune

Subject: Internship Completion Certificate

I am happy to inform you that following student of your college have successfully completed the '60 hours internship programme' in this organization.

Sr. No.	Name	Roll No.	Aadhar No.	Special Subject
1.	Khan Aasif Ayub	5082	316640760125	Cost And Works Accounting II & III

This student has been provided with exposure and necessary hand on training pertaining to his special subject.

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

I wish his every success in future endeavors.

Thank you.

Sincerely,

SHANKARRAO PAWAR SEAT CORNER



MAHEK BAKER'S

INTERNSHIP COMPLETION CERTIFICATE

To,

The Principal,

AKI'S Prana College, Camp, Pune

Dear Madam/ Sir,

Subject : Internship Completion Certificate

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	Shayya ashiruddin bedar	9061	370614929934	Cost & works 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 organisations. I wish them very success in future endeavors.

Thank you.

Sincerely,

NEW MAHEK BAKERS
E. K. CHOWK, YERWADA,
PUNE-411006.
MOB. : 9423214714

India Lock & Key Maker

430/ New Mangalwar Path Near Narajga Chowk Pune-11

Proprietor- Anil Shinde

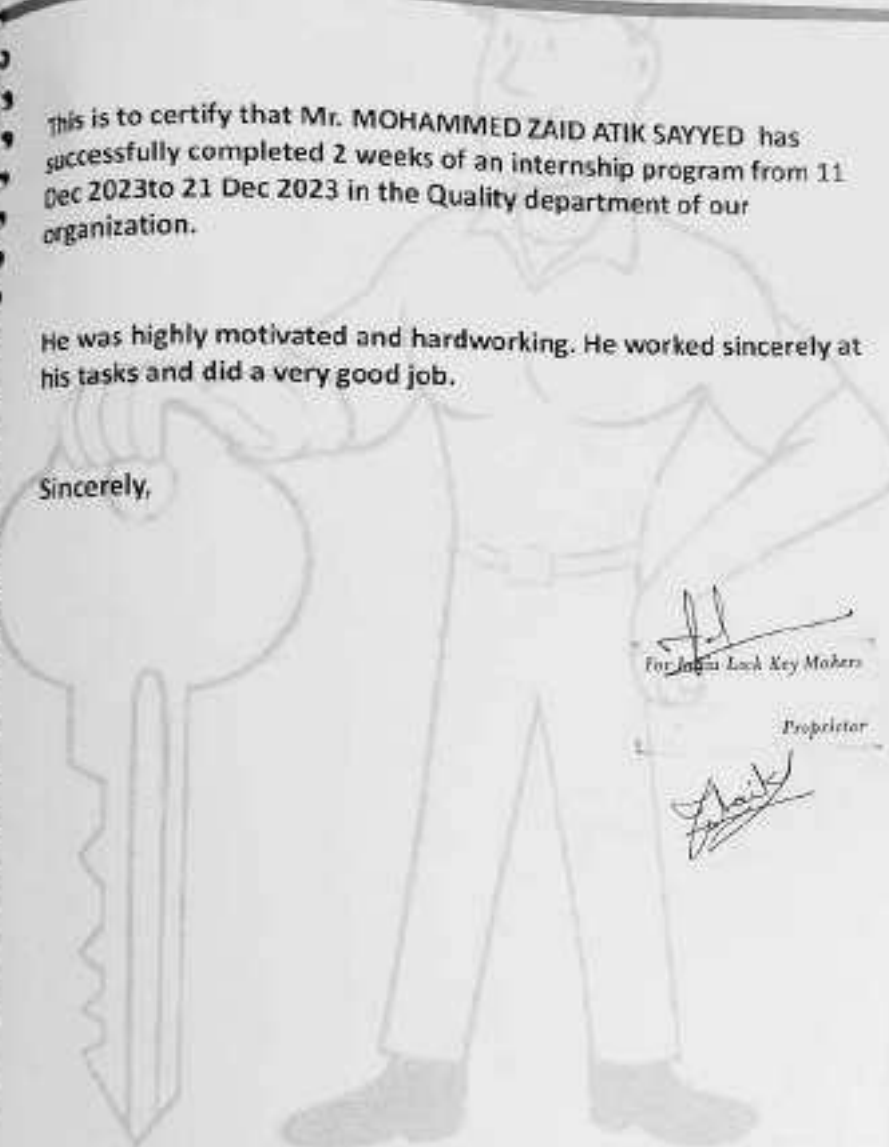
Contact no- 0767291998

Email id- indialock&keymaker@gmail.com

This is to certify that Mr. MOHAMMED ZAID ATIK SAYYED has successfully completed 2 weeks of an internship program from 11 Dec 2023 to 21 Dec 2023 in the Quality department of our organization.

He was highly motivated and hardworking. He worked sincerely at his tasks and did a very good job.

Sincerely,



[Signature]
For India Lock Key Makers

Proprietor

[Signature]

Date: 04 / 04 / 2024

To ,
Dr. Eram Khan
Coordinator, Internship Program
Poona College of Arts, Science and Commerce
Camp, Pune-01

Subject: Response to Request for Inclusion of College Student for Internship Program

Dear Madam/ Sir,

Thank you for your letter dated 31/10/2023 regarding the inclusion of Mr. Javed Sayyed, a student of Poona College of Arts, Science and Commerce, for the Internship Program 2023-24. We appreciate your interest in providing hands-on training and experience to your students.

We are pleased to inform you that **Bhama Automobiles** welcomes **Mr. Javed Sayyed** for an internship opportunity with our organization. He has gone through the internship experience at Bhama Automobiles from **1/1/2024 to 10/1/2024** as a **Customer Service Representative Intern** has provided him with valuable skills in customer handling, problem-solving, and marketing management, which we believe will be beneficial during his internship with us.

Our internship program is designed to offer comprehensive insights into various business activities, providing interns with valuable experience and enhancing their employability in the commercial sector.

Thank you for considering Bhama Automobiles for your student's internship placement. We look forward to a fruitful collaboration and contributing to Mr. Javed Sayyed's professional development.

Sincerely,



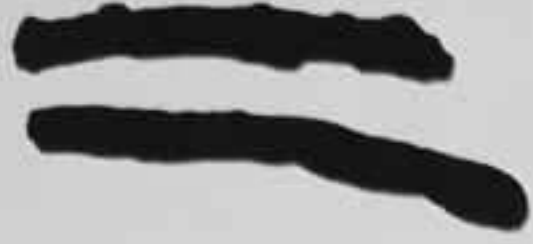
Mr. Gaus Sayyed
CEO
Bhama Automobiles



Bhama Auto



celebrating
c h o i c e s



EITHER OR®

To,
The Principal,
Poona College,

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 Intership Programme’ in this organisation.

Sr. No	Name of the student	Roll No	Aadhar No	Special subject
1	Shaikh Afsana Rafiq	5348	681902640868	Marketing Management
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 types of organisations.

I wish them every success in future endeavors.

Thank you.



Sincerely,

Name & Signature



INAMDAR & CO.
COST ACCOUNTANT

Mobile - 9552319748; Email: info@inamdarco.in; Website :- www.inamdarco.in

Date: - 27th Nov 2023.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Shaikh Muskan Akil** student of **Poona College of Art's Science & Commerce Pune**, she has successfully completed her 60 hrs Internship Training, From 1st Nov 2023 to 10th Nov 2023 For 60 Hrs.

We found her sincere and obedient during her presence with tremendous potential.

We wish her "All The Best" for her future endeavours.

For Inamdar & Co.



Authorised Signatory
CMA. Sayeed Inamdar

Address : The Dream Tree Capital Institute, Next To Bank Of Baroda, Konark mall,
Kondhwa, Pune - 411048



20th November 2023

Project Completion Letter

This is to certify that **Ms. Shaikh Maseera**, has undergone internship starting from **06th November 2023** to **17th November 2023**.

She worked on the following project during the internship period:

The title and scope of project is "**Brief Study of Online Reputation Management**" under the guidance of **Mr. Shahid Shaikh** (Senior Lead - Reputation Management, Web Business and Group Marketing, Bajaj Finance Limited)

He approached the project diligently and added immense value to the same. We congratulate him for successful completion of the internship and wish him success.

Regards,

Tarun Koshi
Chief Manager - Human Resources

BAJAJ FINSERV LIMITED

www.bajajfinserv.in/corporate-bajaj-finserv

Corporate Office: 50th Floor, Bajaj Finserv Corporate Office, 01 Park - Ahmednagar Road, Wankh Nagar, Pune - 411 004, Maharashtra, India | Tel: +91 20 7193 5700 | Fax: +91 20 730 0792

Registered Office: G/o Bajaj Auto Limited Complex, Mumbai - Park Road, Akurdi, Pune - 411 033, Maharashtra, India

Corporate ID No.: LA562396200761034076 | Email ID: investor@bajajfinserv.in





ELCON INDUSTRIES[®]

Think Quality.. Think Elcon

Reg. Office- Sr.No. 6/1/1/3, Near Dharmavat Petrol Pump, Opp. Matachree Garden, Pisoli, Pune - 411 060
Call no - 8888860636/35 Mail: elconindustries@gmail.com GST-27AARPJ9290N2ZN

TO WHOMSOEVER IT MAY CONCERN

This letter is to certify that Miss. Pragati Kshirsagar has successfully completed her internship of 60 Hours in our organization's Sales and Marketing Department. Her internship tenure was from 10 JAN 2024 TO 20 MAR 2024

During the above period, we found that she was consistent, honest, and diligent in her assigned duties and responsibilities.

We wish her all the success in her future endeavors.

Only for College Purpose.

For ELCON INDUSTRIES
For Elcon Industries

Shilpa
Proprietor



INAMDAR & CO.

COST ACCOUNTANT

Mobile - 9552319748; Email: info@inamdarco.in; Website :- www.inamdarco.in

Date: - 27th Nov 2023.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Khan Umra Gulam Ali** student of **Poona College of Art's Science & Commerce Pune**, she has successfully completed her 60 hrs Internship Training, From 1st Nov 2023 to 10th Nov 2023 For 60 Hrs.

We found her sincere and obedient during her presence with tremendous potential.

We wish her "All The Best" for her future endeavours.

For Inamdar & Co.



Authorised Signatory
CMA. Sayeed Inamdar

Address : The Dream Tree Capital Institute, Next To Bank Of Baroda, Konark mall,
Kondhwa, Pune - 411048



INAMDAR & CO.
COST ACCOUNTANT

Mobile - 9552319748; Email: info@inamdarco.in; Website :- www.inamdarco.in

Date: - 27th Nov 2023.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Safa Javed Khan** student of **Poona College of Art's Science & Commerce Pune**, she has successfully completed her 60 hrs Internship Training, From 1st Nov 2023 to 10th Nov 2023 For 60 Hrs.

We found her sincere and obedient during her presence with tremendous potential.

We wish her "All The Best" for her future endeavours.

For Inamdar & Co.




Authorised Signatory
CMA. Sayeed Inamdar

Address : The Dream Tree Capital Institute, Next To Bank Of Baroda, Konark mall,
Kondhwa, Pune - 411048

REDMI NOTE 5 PRO
MI DUAL CAMERA



ALLO

DESIGNER

By: Muskan Mishra

Specialization: (Web, & Marketing) Major: Bachelor of Business Administration, Minor: Human Resource Management

To,
The Principal,
Poona College,

Subject: Internship Completion Certificate...

Dear Madam/Sir,

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

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special subject
1.	Jyoti Mustak Attar	5304	962057840007	Marketing Management

This student 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 organization.

I wish them every success in future endeavors.

Thank you.

ALLO

DESIGNER

9273159111

Sincerely,
Muskan Mishra

Name & Signature:

INTERNSHIP COMPLETION CERTIFICATE



NOBLE HARDWARE

605, Shivajinagar Path, Rajghanshi Smmul
 Godikhana Road, Beside Bank of India
 Above Meru Engineers, Pune -411002.
 Mobile: 9370638203 / 8180070843 /
 93706448990
 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.	SHAHNAWAZ SALIM LANGDE	5328	6820 8229 5152	MARKETING MANAGEMENT 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.



Zulfikar
 Sincerely,

Name & Signature

(Authorised Signatory)

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,

The Principal,

AKI 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.	Burhanuddin	5310	5250	Marketing
2.	Dohadwala		9282	Management
3.			8475	I, II
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,
Maharaj

Name & Signature

(Authorised Signatory)



To,
The Principal,
Aki's Poona College Of Arts,
Science And Commerce 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
I.	Faizan Irfan Shaikh	5355	427991662566	Marketing Management

This students have 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 him every success in future endeavours.

Thank you.



Yours sincerely,

CA AYAZ AHMED N. SHAIKH

CA Intekhab. I. Shaikh

Chartered Accountants



Regi. off: Office 217A, Konark Indrayu Mall, above
Bank Of Baroda, near Sheetal Petrol Pump, Kondhwa,
Pune, Maharashtra 411048
E-mail: intekhab.ibrahim@gmail.com, Mob No. +91 9146948949

To,
The principal,
AKI's Poona College of Arts,
Science And Commerce College
Camp, 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 organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Ayan Shakil Khan	5318	373870009172	Marketing Management

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.



Yours Sincerely,

(CA Intekhab. I. Shaikh)

28/12/2023



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

75
Azadi Ka
Amrit Mahotsav

- Affiliated to Savitribai Phule Pune University, ID No PU/PNIA5C/623/1970
- 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 6318

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

+91 98226 21579
dranwarshaikh@gmail.com

Professor Dr. Aftab Anwar Shaikh

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

To,

Date: 31/10/2023

The Manager,

Shrikant Ready Made
Moharagar, Dhankawadi, Pune 09

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

Dear Ma'am / 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. Mr. Saad Zakir Sundke student of our college pursuing specialization in the subject of Marketing Management 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. Handling customer and their queries
2. Marketing skills
3. Communication with customer

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

Thank you.

Sincerely,

Dr. Eram Khan
Coordinator,
Internship Program

Prof. Dr. Aftab Anwar Shaikh
Principal

UNDERTAKING FROM STUDENT

1. Name of the Student : Saad Zakir Sundke
2. Class : T.Y.B.Com
3. Division and Roll Number : (C) , 5386
4. Present address : Basera complex bhagyoday nagar kondhwa
khurd Pune 411048
5. Permanent address : Basera complex bhagyoday nagar kondhwa
khurd Pune 411084
6. Contact Number : 9767448136
7. Contact Number (Parent) : 7350373740
8. Email ID : saadsundke15@gmail.com

To,
The Principal,
Poona College

Subject : Undertaking ----

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join Shrikant Ready made for my sixty hours Internship programme during 1/7/23-to- 10/7/23.

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.

Zakir Sundke

(Name & Signature of parent)

Date :

Saad Zakir Sundke
Yours obediently,

(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,
The Manager (HR),
-Shrikant Ready Made MOHANAGAR DHANKAWADI PUNE 09

Subject : Undertaking

Respected Madam / Sir,

I am a student of Poona College Art's 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 1/7/23-to - 10/7/23.


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.

Saad Zakir Sundke
Yours sincerely,



(Name & Signature of the student)

Date :

Place :

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Letter Head of the Internship Provider
Organisation

1. Name of the Student : Saad Zakir Sundke
2. Name of the College : Poona College of arts science & commerce
3. Division and Roll Number : (C) , 5386
4. Address : Basera complex dhagyodiy nagar kondhwa khurd Pune 40
5. Contact Number : 9767448136
6. Email ID : saadsundke15@gmail.com
7. Special Subject : Marketing management II & III
8. Internship start date : 1/7/23
9. Internship end date : 10/7/23

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total (Hours)	Details of work done	Signature of official	Signature of student
	From	To				
1-7-23	10 am	7 pm	10 hrs	Training		
2-7-23	10 am	6 pm	9 hrs	Training		
3-7-23	10 am	7 pm	10 hrs	Training		
4-7-23	10 am	7 pm	10 hrs	Sales		
5-7-23	10 am	7 pm	10 hrs	Sales		
6-7-23	10 am	6 pm	9 hrs	Sales		
8-7-23	10 am	7 pm	10 hrs	Sales + Marketing		
9-7-23	10 am	7 pm	10 hrs	Sales + Marketing		
10-7-23	10 am	6 pm	9 hrs	Sales + Marketing		

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
Poona College of arts science & commerce
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.	Saad Zakir Sundke	5386	254629170745	Marketing management
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.

SHRIKANT TAILORS

Sincerely,

PROPRIETOR

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	: Amit sonawane
2)	Department	: Cloths
3)	Designation	: Owner
4)	Name of the Student	: Saad Zakir Sundke
5)	Name of the College	: Poona College of arts science & commerce
6)	Roll Number	: 5386
7)	Special Subject	: marketing management 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: Said, your adept communication skills and adaptability are evident in customer interactions and telemarketing efforts. Your proactive approach to acquiring customers is commendable.

Areas for Improvement: Consider deepening your understanding of our products/services to enhance telemarketing effectiveness. Focus on bolstering confidence in handling challenging calls and managing time efficiently.

Opportunities: This internship provides valuable hands-on experience, skill refinement, networking, and growth feedback.

Challenges: Effectively manage expectations and stress while balancing responsibilities.

Continue leveraging your strengths and addressing improvement areas, loved, for a successful internship. We're here to support your professional development.

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

To optimize the internship program:

Structural Training: Provide comprehensive sessions on product knowledge, customer service, and telemarketing strategies.

Mentorship: Assign experienced mentors for guidance and feedback throughout the internship.

Rotational Assignments: Offer diverse departmental rotations for a holistic organizational understanding.

Meaningful Projects: Assign goal-aligned projects for practical skill application.

Regular Feedback: Conduct periodic evaluations for progress assessment and improved guidance.

Professional Development: Arrange networking events and workshops for continuous learning and growth.

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

To improve student employability through curriculum changes:

Industry-Relevant Skills: Update courses to teach emerging technologies and practical skills.

Mandatory Internships: Integrate internships for real-world experience.

Soft Skills Training: Include modules on communication, teamwork, and problem-solving.

Career Workshops: Offer sessions on resume writing and interview skills.

Flexible Learning: Provide online and evening classes for scheduling flexibility.

Industry Partnerships: Collaborate with companies for guest lectures and job opportunities.

Name, Designation and Signature of the Supervisor / Reviewing Officer

SHRIKANT TAILORS

Place of Review :

Date of Review :

PROPRIETOR

STUDENT FEEDBACK FORM

1. Name of the Student : SAAD ZAKIR SUNDKE
2. Class : T.Y.B. Com.
3. Division and Roll Number : (C) - 5385
4. Present address : Bessra complex tragedydy niger kondhwa khurd Pune 48
5. Contact Number : 976744816
6. Email ID : saadsundke15@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	5
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	7
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	5
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

Certainly there are some succinct suggestions from the perspective of an intern

*Clear Objectives: Ensure interns understand their roles and responsibilities from the outset.

*Hands-on Projects: Offer interns practical tasks that align with their interests and career goals.

*Regular Feedback: Provide timely feedback to interns to help them track their progress and improve.

*Networking Opportunities: Arrange events or sessions where interns can connect with professionals across departments.

Please give your oral feedback about your experience during the internship. You mentioned

During my internship at (Bussini Ready Made), I gained valuable experience in customer query handling, and marketing. Interacting with customers over the phone enhanced my communication and problem-solving skills, while marketing efforts allowed me to contribute to sales efforts and learn about effective marketing strategies.

Saad Zakir Sundke
Signature & Name of the student with date

To,
The Principal,
Aki's Poona College Of Arts,
Science And Commerce College
Camp, 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.	Aadhar No.	Special Subject
1.	Parvez Jamil Shaikh	5368	625100790786	Marketing Management

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 endeavours.

Thank you.



You're sincerely

[Signature]
Name & Signature

Manager ✓

Date: 15 December 2023



CERTIFICATE OF INTERNSHIP

Presented to:

MOHAMMAD SAAD ARIF SUTAR

for his successful completion of internship with
Sutar Construction during the period from 06 April
2024 to 17 April 2024.

His performance during the intership was
satisfactory and we wish him all the very best for
his future endeavors.

Sohel Sutar
Company Director



Letter Head of the Internship Provider Organisation

To,
 The Principal,
GO.S.D.A. College,
PUCE (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.	Neha memidi	5330		Marketing managemet
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.

A M ENTERPRISES

Proprietor



Sincerely,

Name & Signature

(Authorised Signatory)

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
Poona College,
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 organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Bagwan Zeeshan Mansoor	5306	455094830442	Marketing Management

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,



INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
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.	Sameed Shabbir Sayyed	5344	944509923060	Marketing Management
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.

SHRIKANT TAILORS

Sincerely

Name & Signature
(Authorised Signatory)

PROPRIETOR

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
Poona College of arts science & commerce
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.	Javed Salim Sayyed	5342	9202 6180 9452	Marketing management
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,

Suyesh M Gaus
Name & Signature

(Authorised Signatory)

INTERNSHIP OFFER LETTER

Date:- 20/11/2023

Name :- SHEIKH HAAFSA HANIF

Address:- Kultsv society flat no 504 khadi Machine road

Pune 411048

Subject :- INTERSHIP OFFER LETTER

Dear SHEIKH HAAFSA HANIF

I am pleased to offer you this paid internship on behalf of 'Lubrichem Oil Company'. If you accept this offer, you will begin your internship on 11/11/2023 and will be reporting to Manager - Ms.Parveen Khan. You will be expected to work 10 hours per day for 60 hours. Your internship will end on 17/11/2023. Your internship with the company, on the other hand, is "at-will," which implies that either you or the employer can end it at any moment, with or without cause and without warning.

You will not be eligible for any benefit plans that regular employees receive, such as you have to submit all the belongings to the manager as you will end the internship as a temporary employee.

Thank you for visiting Lubrichem Oil Company

Please sign below to indicate your

acceptance of this internship offer and return it to me as soon as possible or by a given date 10/11/2023

I, SHEIKH HAAFSA HANIF accept the aforesaid offer and will start my internship on 11/11/2023

Signature

With Respect, & Sincerely,

Meenakshi Sonar



20th November 2023

Project Completion Letter

This is to certify that

Sheikh Haafsa Hanif has successfully completed Internship

The work is completed on 17/11/2023 successfully. Thanking you and assuring you for our best services always.

Internship Period of working was 10 hours per as 60 hours of internship

11/11/2023 to 17/11/2023

Regards.

Ms.Parveen Khan

Manager, Lubrichem Oil Company

This is to certify that all work of internship - Sales , Microsoft Office ,Tally Marketing,Data collection,Tele Calling was performed.

Parveen Khan

Manager-Accounting Department



UNDERTAKING FROM STUDENT

1. Name of the Student: HAAFSA HANIF SHEIKH
2. Class: T.Y.B.Com
3. Division & Roll No: [C] 5384
4. Present address: SR.NO 247 D LANE 'JANNAT' KALWAD WASTI NEAR LOHEGAON PUNE 411032
5. Permanent address:- 247 D LANE 'JANNAT' KALWAD WASTI NEAR LOHEGAON PUNE 411032
6. Contact Number: 7249869644
7. Contact Number (Parents): 9172174175
8. Email ID: haafsas@gmail.com

To,

The Principal,

Poona College of Arts Science & Commerce

Subject: Undertaking..

Respected Madam/Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join lubrichem oil company for my sixty hours internship programme 11 Nov 2023 to 17 Nov 2023.

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

Thank you.

ASHIYA SHEIKH



Date: 10 November 2023



HAAFSA HANIF SHEIKH TY.BCOM
(Name & signature of student)

College Letter Head

To,
The Manager(HR),
Peona Co Ltd,
Lubriche oil company

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

Madam / Sir,

Savitribal 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

INTERNSHIP COMPLETION CERTIFICATE

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.	Hansa Sheikh	5384	232861572	Marketing
2.	Ayesha Khan	5319	72109334554	Marketing
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,
[Signature]
Name & Signature
(Authorised Signatory)

[Handwritten 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 Supervisor/ Officer	Posween Khan
2)	Department	Lubrication Oil Company
3)	Designation	1
4)	Name of the Student	Harsha Harif Sheikh
5)	Name of the College	Poona College
6)	Roll Number	5384
7)	Special Subject	Marketing Management

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)

Weaknesses - Time management
Improvement - focus on time
Strengths - Can understand the thing easily

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

Letter Head of the Internship Provider Organisation

1. Name of the Student : Haajisu Hanij Sheikh.
2. Name of the College : T.Y.B.Com.
3. Division and Roll Number : [C] 5384.
4. Address : Kalwad wash lagoon Road Pune 411032
5. Contact Number : 7249859544.
6. Email ID : haajisu@gmail.com
7. Special Subject : Marketing management.
8. Internship start date : 11/11/23
9. Internship end date : 17/11/23

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
11/11/23	10:00am	7:00pm	8 hrs	Sales Training	[Signature]	[Signature]
12/11/23	10:00am	7:00pm	10 hrs	Microsoft office training	[Signature]	[Signature]
13/11/23	10:00am	7:00pm	10 hrs	Tally training	[Signature]	[Signature]
14/11/23	10:00am	7:00pm	10 hrs	Marketing training	[Signature]	[Signature]
15/11/23	10:00 am	7:00 pm	10 hrs	Data collection	[Signature]	[Signature]
16/11/23	10:00 am	7:00 pm	10 hrs	Tele - calling training.	[Signature]	[Signature]
17/11/23	10:00am	1:00pm	3hr.	Pending work completion.	[Signature]	[Signature]

STUDENT FEEDBACK FORM

1. Name of the Student: Hoajsa, Harif Sheikh
2. Class: T.Y. B.Com.
3. Division and Roll Number: C.C. 15384
4. Present address: KALUHO wast (Jannat 7 D) lane, 10th goan road Pune.
5. Contact Number: 9249869644
6. Email ID: hoajsa@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	09
2.	I was properly introduced to the task assigned to me in the organisation	08
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 worthy 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).

I feel glad to get such a huge amount of knowledge that I got to learn so many things which are new to me & give such a wonderful experience.

Hoajsa Harif Sheikh
Signature & Name of the student with date

Hoajsa

Gradient Marketing Solutions

20th November 2023

Project Completion Letter

This is to certify that Mr Amiruddin Mokashi, has undergone internship starting from **06th November 2023 to 17th November 2023.**

He worked under the following project during the internship period.

The title and scope of the project is "**Brief study of Lead Generation**" under the guidance of Mr. Tausif Baig [Senior Lead – Lead Generation. Gradient Marketing Solutions.]

He approached the project diligently and added immense value to the same. We congratulate him for successful completion of the internship and wish him success.

Regards



Faraz Ansari

Chief Manager – Human Resource



Gradient Marketing Solutions

Fardeen Kazi
CEO & Founder

Gradient Marketing Solutions

www.gradientmarketingsolutions.com Tel:- +918668446456

Fardeen.kazi@gradientmarketing.com

www.gradientmarketingsolutions.com

+91 86684 46456

fardeen.kazi@gradientmarketingsolutions.com

INTERNSHIP COMPLETION CERTIFICATE

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.	Shaikh Zaara Zuber	5382		marketing management
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.

Shaikh Zaara
Sincerely,



Name & Signature
(Authorised Signatory)

INTERNSHIP COMPLETION CERTIFICATE

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.	Shailch Atiya ^{Sadiya}	5350		marketing management
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.

Shailch Atiya Sadiya
Sincerely,

NATIONAL FOOT WEAR
SR No 32 HOSPITAL
DATTA ROAD, CHINCHWAD, PUNE - 33

Name & Signature
(Authorised Signatory)

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.	Takdish Liyakal	5407	9123 8822 0813	marketing management.
2.	mulia.			
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.

Unique Sales And Marketing



Sincerely,

K.N. Sanyal
Name & Signature

(Authorised Signatory)

Name: Mr. Muzzamil Abdul Muktafir Shaikh

Address: Bhagyodha Nagar, Kondhwa Kh- 411048

Date: 31st Mar'2023

Sub: Internship Offer Letter

Dear Muzzamil,

Congratulations!! This is in reference to our earlier interviews. We are pleased to make you a part of the Internship program in our organization. You have been selected for **Trainee CSA** position at **Pune** location. During the Internship period, your stipend will be **Rs.13000/-** per month. Your date of joining will be effective on or before **3rd Apr'2023**.

This internship is viewed as an educational opportunity for you and it will include internship / orientation and focus primarily on learning and developing new skills. During your internship, you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to the company's confidentiality policy. During the Internship period, separation of service is subject to a notice of minimum 7 days. In addition, upon conclusion of your internship, you must return all company owned property, equipment, and documents, including electronic mail or other information. By accepting this offer, you agree that you will follow all of the Company's policies that apply to non-employee interns.

We wish you the best of internship period.

Please sign the duplicate copy of this internship offer letter and return the same for our records, as a token of your acceptance, within 7 working days of receiving this offer letter.

Yours truly,

For Ebixcash Global Services Private Limited



Regional HR Manager

I hereby declare that I have read and understood the above mentioned and also accept the offer of internship.

Signature & Date

EbixCash Global Services Private Limited (Formerly known as AssureEdge Global Services Private Limited)

Registered Office : No. 60/1 BBMP Khata No. 27288/1 Nagawara Ring 2nd stage, Hennur-Bellary Road,
Nagawara, Bangalore KA 560045

Regional Office : Ebixcash Global Services Pvt. Ltd. 1st Floor, Chay House, A35 MDC, Street no-2,
Andheri E, Mumbai 400 093

T: +91-022-68381110 | W: www.ebixcashglobalservices.com

CIN : U72400KA1989PTC008632



Name: sakib salim golandaj

Address: sal baba nagar, Kondhwa Kh

-411048

Date: 31st Mar'2023

Sub: Internship Offer Letter

Dear sakib,

Congratulations!! This is in reference to our earlier interviews. We are pleased to make you a part of the Internship program in our organization. You have been selected for **Trainee CSA** position at **Pune** location. During the Internship period, your stipend will be **Rs.13000/-** per month. Your date of joining will be effective on or before **3rd Apr'2023**.

This internship is viewed as an educational opportunity for you and it will include internship / orientation and focus primarily on learning and developing new skills. During your internship, you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to the company's confidentiality policy. During the Internship period, separation of service is subject to a notice of minimum 7 days. In addition, upon conclusion of your internship, you must return all company owned property, equipment, and documents, including electronic mail or other information. By accepting this offer, you agree that you will follow all of the Company's policies that apply to non-employee interns.

We wish you the best of internship period.

Please sign the duplicate copy of this internship offer letter and return the same for our records, as a token of your acceptance, within 7 working days of receiving this offer letter.

Yours truly,

For Ebixcash Global Services Private Limited



Regional HR Manager

I hereby declare that I have read and understood the above mentioned and also accept the offer of internship.

Signature & Date

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
Poona College of arts science & commerce
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.	Shakir sabir Khan	5323	788323930383	Marketing management
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.

A.B.C. MOBILE STORE
Any Body Can Connect
A/c No. 5,
Jai Ganesh Vihar, Vishrantwadi,
Near Planet Medical, Pune-15
7276844992

Sincerely,

Name & Signature

1/1/2020





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



- Affiliated to Savitribai Phule Pune University: ID No PU/PN/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

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

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

Dear Ma'am / 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. _____ student of our college pursuing specialization in the subject of **Marketing Management** 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,

Dr. Eram Khan
Coordinator,
Internship Program

Prof. Dr. Aftab Anwar Shaikh
Principal

College Letter Head

To,
The Manager(HR),
----- Co Ltd.

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



दि विश्वेश्वर सहकारी बँक लि., पुणे
The Vishweshwar Sahakari Bank Ltd., Pune
Multi-state Bank

Head office
471/472, Market Yard, Ghatkoti,
Pune 411037
www.vishweshwarbank.com
Customer Care: 98819 09700

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

Subject : Internship Completing certificate

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 12th Dec 2023 to 19th 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 : 18/04/2024

Place : Pune



UNDERTAKING FROM STUDENT

1. Name of the Student : Mustaffa Mubarak shaikh
2. Class : TY. B.COM
3. Division and Roll Number : 5362 / C
4. Present address : Ganesh peth near Nawab Masjid Pune-411002
5. Permanent address : Ganesh peth near Nawab Masjid Pune-411002
6. Contact Number : 8329379560
7. Contact Number (Parent) : 9503457128
8. Email ID : ms643452@gmail.com

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

Subject : Internship Completing Certificate

Respected Madam / Sir,

I am studying in semester VI of T.Y.B.Com. I am going to join paramount hospital furniture and equipment for my sixty hours internship programme during 12th Dec 2023 to 19th 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,

Mubarak
(Name & Signature of parent)


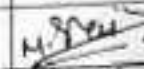


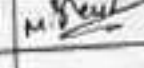
Date :

M. Shaikh
(Name & signature of the student)

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Mustaffa Mubarak shaikh
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com [C]
4. Address : Ganesh peth near Nawab Masjid
5. Contact Number : 8329379560
6. Email ID : ms643452@gmail.com
7. Special Subject : Marketing management
8. Internship start date : 12 Dec 2023
9. Internship end date : 19 Dec 2023

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
18/12/23	12pm.	4pm	4Hrs	Form filling and printout		M. Shaikh
19/12/23	12pm.	4pm	4Hrs	Form filling Formalities		M. Shaikh
20/12/23	12pm.	4pm	4Hrs	Form filling and printout	[Signature]	M. Shaikh
21/12/23	12pm.	4pm	4Hrs	Saving/Current Account opening form filling		M. Shaikh
22/12/23	12pm.	4pm	4Hrs	KYC.		M. Shaikh
26/12/23	12pm.	4pm	4Hrs	Registration of mobileBanking		M. Shaikh
27/12/23	12pm.	4pm	4Hrs	Registration of Net Banking		M. Shaikh
28/12/23	12pm.	4pm	4Hrs	Analysis of fixed deposit Rate		M. Shaikh
29/12/23	12pm.	4pm	4Hrs	Analysis of Car loan, Home loan, Education loan, etc		M. Shaikh
01/01/24	12pm.	4pm	4Hrs	statement of Account		M. Shaikh
02/01/24	12pm.	4pm	4Hrs	Cheque Accepting and Posting		M. Shaikh
03/01/24	12pm.	4pm	4Hrs	Account Transfer		[Signature]
04/01/24	12pm.	4pm	4Hrs	Learning of Loan process	[Signature]	M. Shaikh

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
05/01/24	12pm.	4pm	4Hrs	Maintenance Charges		
08/01/24	12pm.	4pm	4Hrs	Handling Computers and Machineries		
09/01/24	12pm.	4pm	4Hrs	Customer help / queries		
10/01/24	12pm.	4pm	4Hrs	Branch Document Register		
Total Hours			68 Hrs			

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

Name & Signature of
Manager



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 Detail	
1)	Name of the Manager / Officer :	MR.JAGDISH CHATRANI
2)	Department :	Accounts
3)	Designation :	
4)	Name of the Student	Mustaffa Mubarak shaikh
5)	Name of the College	AKI's Poona college of Arts, science and commerce
6)	ROLL NO.	5362
7)	SPECIAL SUBJECT	MARKETING MANAGEMENT II & III

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

No.	Parameter for feedback	Excellent	veryGood	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 : **Mustaffa Mubarak shaikh**
2. Class : **T.Y.B.Com.**
3. Division and Roll Number : **5362(C)**
4. Present address : **Ganesh peth near Nawab Masjid Pune-411002**
5. Contact Number : **8329379560**
6. Email ID : **ms643452@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 Organization	
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

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. Give them task during inteship
3. motivate them and give positive
4. Thinking
5.

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

1.
2. Keep motivating the students
3. provide employment knowledge.
4.
5.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : Pune

Date of Review : 12/01/24

INTERNSHIP COMPLETION CERTIFICATE

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.	Rehan Toffic Shalkh	5370	244944717107	Marketing management
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)



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE



- Affiliated to Savitribai Phule Pune University: ID No PU/PN/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



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

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

Dear Ma'am / 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. _____ student of our college pursuing specialization in the subject of **Marketing Management** 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,

Dr. Eram Khan
Coordinator,
Internship Program

Prof. Dr. Aftab Anwar Shaikh
Principal

College Letter Head

To,
The Manager(HR),
----- Co Ltd.

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 : Sheikh M.D. Umarr. M.D. Rafiqul.
2. Class : TY. B.com.
3. Division and Roll Number : 4567 5361/C
4. Present address : 332 Gharade Peth Zahra complex
5. Permanent address : 332 Gharade Peth Zahra complex
6. Contact Number : 751780 2875
7. Contact Number (Parent) : 8446591408.
8. Email ID : sheikhmohdumarr4567@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 paramount hospital furniture and equipment for my sixty hours internship programme during 12th Dec 2023 to 19th 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)

Date :

M.D. Umarr.
(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 12th Dec 2023 to 19th 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 : 18/04/2024

Place : Pune

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Shaikh M.D. Umar M.D. Rafique
2. Name of the College : AKI Poona College of Arts, Commerce and Science
3. Division and Roll Number : T.Y.B.Com [C]
4. Address : 332 Ghopade peth Zohra complex
5. Contact Number : 7517802875
6. Email ID : Shaikhmohdumar4567@gmail.com
7. Special Subject : Marketing management II&III
8. Internship start date : 12 Dec 2023
9. Internship end date : 19 Dec 2023

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
18/12/23	12 Pm	4 Pm	4 HRS	Form filling and Printout		
19/12/23	12 Pm	4 Pm	4 HRS	Form filling Formalities		
20/12/23	12 Pm	4 Pm	4 HRS	Form filling Printout		
21/12/23	12 Pm	4 Pm	4 HRS	Saving/Current Account opening		
22 22/12/23	12 Pm	4 Pm	4 HRS	K Y C		
23/12/23	12 Pm	4 Pm	4 HRS	Registration of mobile Banking		
24/12/23	12 Pm	4 Pm	4 HRS	Registration of Net Banking		
25/12/23	12 Pm	4 Pm	4 HRS	Analysis of fixed Deposit Rate		
26/12/23	12 Pm	4 Pm	4 HRS	Analysis of CRR, Loan, Home Loan		
27/12/23	12 Pm	4 Pm	4 HRS	Statement of Account		
28/12/23	12 Pm	4 Pm	4 HRS	cheque Accepting and Posting		
29/12/23	12 Pm	4 Pm	4 HRS	Account Transfer.		
01/01/24	12 Pm	4 Pm	4 HRS	Learning of Loan Process		

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
02/1/24	12 Pm	4 Pm	4HRS	maintenace charges		
03/1/24	12 Pm	4 Pm	4HRS	Handling computer		
04/1/24	12 Pm	4 Pm	4HRS	Account transferr		
05/1/24	12 Pm	4 Pm	4HRS	learnings of loan process		
Total Hours						

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

Name & Signature of Manager



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	Detail
1)	Name of the Manager / Officer :	MR. JAGDISH CHATRANI
2)	Department :	
3)	Designation :	
4)	Name of the Student :	
5)	Name of the College :	AKI's Poona College of Arts, Commerceed Science
6)	Roll Number :	
7)	Special Subject :	Banking & Finance II & III

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

Very Needs

No. Parameter for feedback	Excellent	Good	Satisfactory		
1) Domain Knowledge		<input checked="" type="checkbox"/>			
2) Communication Skills		<input checked="" type="checkbox"/>			
3) Punctuality & Dedication		<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		<input checked="" type="checkbox"/>			

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. Give them task during Internship.
5. Motivate them and give Postive thinking.

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

1.
2.
3.
4. Keep motivating the Student
5. Provide employment Knowledge

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : Pune.

Date of Review :

STUDENT FEEDBACK FORM

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

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 organization	
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

Please mention your suggestions and feedback about this manual here.
You can also mail them to 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.

Strictly Private And Confidential

Date: November 06, 2023.

Name: Nihad Shaikh

Contact: 9022581318

Mail Id: baighnihad09@gmail.com

Offer Letter For Internship

With reference to your application for an internship with Gradient Marketing Solutions [GMS]. As part of our group we are pleased to offer you internship on the following terms and conditions.

1. Period Of Internship:

Your Internship will be for a period of starting from **November 06, 2023** until **November 17, 2023**. Please note that GMS reserves the right to terminate your internship during the course of the above period at any time, at its sole discretion, without prior notice and assigning any reasons. In the event of your failure to join on the designated date, this offer shall stand rescinded.

2. Project And Reporting Manager:

You will be assigned to a project to any of our group companies and you will be responsible to work as per the delivery expectations set by your Project Manager. The objective of this internship is to engage you meaningfully on a project which aligned to business needs as well as ensure that you get sufficient learning in the process.

3. Hours And Place Of Work:

You will be placed at our office located anywhere in India. You will be required to work during the office hours or as per work requirements and effectively carry out all responsibilities and obligations assigned to you during your internship by the

www.gradientmarketingsolutions.com

+91 86684 46456

fardeen.kazi@gradientmarketingsolutions.com

Gradient Marketing Solutions

supervising manager. Your work timings will be as per the work timings of the company where you are mapped for this internship.

4. Exclusivity:

During your internship, you should not undertake an internship or employment with any company other than GMS, without the prior written permission of BFS.

5. Confidential And Intellectual Property:

5.1 It will be your responsibility to maintain secrecy and confidentiality of all information made available to you during your internship and not disclose any Confidential Information, at any time either during or post the internship period, in any manner and for any purpose whatsoever to any third party, without the prior written consent of GMS.

“ Confidential Information” includes all information which is communicated to or obtained by you [written , oral, whether in the form of data, knowledge, techniques , processes, systems, formulae, designs, statistics, records, policies , documentations, trade secrets, know how, designs , drawings , photographs , software , equipment ,ideas , methods , research, developments business and financial information business and marketing plans] relating to GMS and its group companies and the work product.

5.2 You hereby agree that work of every nature and in every form or media, prepared, produced, developed, or designed by you during your internship, whether alone or with others [**“Work Product”**] shall be for the benefit of GMS and its group companies and will belong to and be the absolute property of GMS and its group companies.

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fardeen.kazi@gradientmarketingsolutions.com

5.3 All confidential information including without limitation materials containing Confidential Information and all copies , translations , interpretations and adaptations thereof, obtained by you shall immediately upon GMS's request or upon termination or completion of your internship , be either returned to GMS and / or destroyed as per the requirements of GMS .

5.4 This clause shall survive the completion or termination, as the case may be, of your internship.

6. Governing Law and Jurisdiction:

This offer letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

7. Miscellaneous:

7.1 By accepting this offer, you agree that throughout your internship, you will comply with all policies and practices expected from you in the course of your internship and any applicable laws including in relation to data privacy .In the event of any non—compliance of GMS policies /practices GMS reserves the right to take appropriate actions against you including informing your educational institution and/or current or prospective employer.

7.2 Please note that this letter of internship shall not under any circumstances be deemed to be an offer of employment provided by GMS. You hereby agree that you shall have no right to claim or demand employment with GMS.

Gradient Marketing Solutions



Gradient Marketing Solutions

Fardeen Kazi
CEO & Founder

For Gradient Marketing Solutions

Name: Nihad Shaikh

Nisha
Nisha Gupta

Date:

Deputy Head – Group Human Resource

Signature:

www.gradientmarketingsolutions.com

Tel: +91 86684 46456

fardeen.kazi@gradientmarketingsolutions.com

www.gradientmarketingsolutions.com

+91 86684 46456

fardeen.kazi@gradientmarketingsolutions.com

20th November 2023

Project Completion Letter

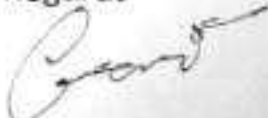
This is to certify that Mrs Nihad Shaikh, has undergone internship starting from **06th November 2023 to 17th November 2023.**

He worked under the following project during the internship period.

The title and scope of the project is "**Brief study of Lead Generation**" under the guidance of Mr. Tausif Baig [Senior Lead – Lead Generation. Gradient Marketing Solutions.]

He approached the project diligently and added immense value to the same. We congratulate him for successful completion of the internship and wish him success.

Regards



Faraz Ansari

Chief Manager – Human Resource



Gradient Marketing Solutions

Fardeen Kazi
CEO & Founder

Gradient Marketing Solutions

www.gradientmarketingsolutions.com Tel:- +918668446456

Fardeen.kazi@gradientmarketing.com

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
Poona College of arts science & commerce
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.	Abrar Liyakatali Shaikh	5345	943599723354	Marketing management
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,



Sayeed Inamdar

CMA Sayeed Inamdar

(Authorised Signatory)

Certified that (UMAID JUNAID SHAIKH) has satisfactorily completed the internship programme assigned to him.

Abbar

Abbar

Abbar

Name & Signature of Name & signature Name &
signature of supervisor of manager section
in charge



Minigal Business Process Pvt. Ltd.

Date :

INTERNSHIP COMPLETION CERTIFICATE

Director

**Letter Head of the Internship Provider
Organisatio**

n

To,

The Principal,

Poona **College** of arts science & commerce

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.	UMAID JUNAID SHAIKH	5379	362720326943	Marketing management
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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.



Mutual Business Process Pvt. Ltd. Sincerely,

Abbar
Director
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
---------	-------------	---------



Shot on OnePlus

UMAIR S11R | 2024.04.21 09:41

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
Peona College of arts science & commerce
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.	Uzer Rafique Shaikh	5381	xxxxxxxx	Marketing management
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,



CMA Sayeed Inamdar
(Authorised Signatory)

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider
Organisation

To,
The Principal,
POONA COLLEGE (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.	ARBAAZ FIROZ SHAIKH	5351	4467-9427-3832	MARKETING MANAGEMENT
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.

समीर कन्स्ट्रक्शन



मायटर

Sincerely,

Arbazz

Name & Signature

(Authorised Signatory)

INTERNSHIP COMPLETION CERTIFICATE

To,

The Principal, Poona College, 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 Program' in this organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Arzoo Naushad Shaikh	5352	590032065295	Marketing Management
2.				
3.				
4.				
5.				

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,

RITEESH KUMAR (ZONAL MANAGER)
Name & Signature



(Authorised Signatory)

MEDOPS TECHNOLOGY PRIVATE LIMITED

INTERNSHIP COMPLETION CERTIFICATE

// Jay Shankar //

Falooda, Mastani Icecream Centre
Address : Jyeshthwari Lane, Opposite Mahalaxmi
Metro, Tulsi Baug
Contact : 96739355079



To,
The Principal,
AKI's Poona College of Arts, Science & Commerce College
Pune : 411001

Subject: Internship Completion Certificate to the Principal

Dear Madam/ Sir,

I am happy to inform you that Khan Umair of your college studying T.Y.B.com, Roll no. 5417 have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

He have been provided with adequate exposure and necessary hands- on training pertaining to his special subject of Marketing.

I am confident he will perform effectively in similar type of organisations.

I wish him every success in future endeavors.

Thank you.

Sincerely,

शिके ट्रेडिंग कंपनी

गाळा नं. ८६०

महात्मा फुले नं.डई, पुणे-२.

मो. 96739355079

Name & Signature

(Authorised Signatory)

F. Shankar

Pecanod. Shieek