


St. Mira's College for Girls, Pune

(Autonomous- Affiliated to Savitribai Phule Pune University)

1. Internship Undertaking for Industrial/Govt./NGO/Rural Internship/Innovation/Entrepreneurship/Research Project/Community Engagement

1. Student Name:	Sudiksha Lalbahadur Sonar
2. Current Address	Ganeshnagar Bopkhel pune-41
3. Residence Address	Colony No. 13 near Shivnandan park Ganeshmandir
4. Email id	SonarSudiksha@gmail.com
5. Mobile Nos.	8421934583
6. Aadhar	429749208876
7. PAN	NGEPS2936G
8. Overall GPA	
9. Mode of Internship	Physical or In person
10. Internship Preferences(Optional)	
I confirm that I agree with the terms, conditions, and requirements of the Internship Policy	
Student Signature: <u>Sudiksha</u>	
Date <u>12/3/24</u>	
I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her mentor.	
Sign of Department Faculty Coordinator	<u>Sudiksha</u>
Date : <u>12/03/2024</u>	



2. Draft Resume Template

Name *Sudiksha Lalbahadur Sonar*

Contact Number and Email ID:

8421934583

SonarSudiksha@gmail.com

Education

HEI Name

Year

Degree / Specialization:

CGPA:

HEI Name: <bachelor's degree>

Year

Degree / Specialization: *B.Com in Business Administration*

CGPA: *7.000*

Internship / Work Experience

Organization

Year

Project:

Brief:

Academic Experience

Semester

Year

Project:

Brief:

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one Use past-tense verbs to show what you have accomplished Quantify results as much as possible
- Use key words that will catch a recruiter's eye

Other Achievements and Personal Interests

- List other achievements also in reverse chronological order
- Leadership positions held outside of your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work



Sudiksha





SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS

[An Autonomous College Affiliated to the Savitribai Phule Pune University]
(Empowered Autonomous College Status)
[ARTS, COMMERCE, SCIENCE, B. Sc. (COMPUTER SCIENCE), BBA, BCA]



KINDLE THE LIGHT

PU/PN/AC/015/(1962)
College Code No.: 013

6, Koregaon Road, Pune - 411001 (INDIA)
PH./Fax : 26124846, E-mail: info@stmirascollegepune.edu.in
NAAC 4th Cycle - A grade

DR. JAYA RAJAGOPALAN
Principal Incharge

Sadhu Vaswani Educational Institutions

Sadhu Vaswani School
Ahmedabad

Sadhu Vaswani Vidya Mandir
Vadodara

Sadhu Vaswani School
Gaikwadi Plot, Rajkot

Sadhu Vaswani School for Girls
Sadhu Vaswani Marg, Rajkot

Sadhu Vaswani International School
Hyderabad

Sadhu Vaswani International School
for Girls, Delhi

Sadhu Vaswani International School
Sanpada, Navi Mumbai

St Mira's Kindergarten
Mumbai

Sadhu Vaswani International School
Bangalore

Pune

St Mira's College for Girls

Sadhu Vaswani Institute of
Management Studies for Girls

Sadhu Vaswani College of Nursing

Sadhu Vaswani Institute of
Teachers' Training

Sadhu Vaswani International School
Pradhikaran

St Mira's English Medium School
(Secondary)

St Mira's Primary School

Shanti Vidya Mandir

St Mira's Play 'N' Learn Centre

Sadhu Vaswani Gurukul, Manjri

Sadhu Vaswani Gurukul, Pimpri

Organization Outreach Letter

To,

The (Manager, HR)

Satish B. Raut Associates

Baner Road Aundh pune 007

Subject: Request for 120 hours internship for Students pursuing
M.Com Advanced Accounting and Taxation

Dear Sir / Madam,

St Mira's College for Girls, established in 1962, Maharashtra reflects the vision of leading industrialists and educationalists. The institute is accredited with 'A' grade by NAAC in January 2024. St Mira's College for Girls has been recognized for its overall academic excellence and infrastructure.

In view of the above, I request you to allow our following _____ students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join the training after confirmation.

S. No.	Name	Roll No.	Year	Department
1.	Sudiksha Sonar	6601	2023 2024	Accountancy

The resumes of these students are attached with this letter. If vacancies exist, kindly do plan for Interviews for the students.

A line of confirmation will be highly appreciated.

Yours sincerely,

Sudiksha Sonar
Nodal Officer / TPO
St Mira's College for Girls, Pune



Jaya
Dr. Jaya Rajagopalan
Principal Incharge





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Sadhu Vaswani Gurukul, Pimpri

Relieving Letter of Student

To,

The General Manager (HR)

Satish B. Raut and Associates

Baner Road, Aundh Pune-407

Subject: Relieving letter for student

Dear Sir / Madam,

With reference to your letter /e-mail dated 15/1/24 on the above cited subject.

As permitted, the following students will undergo Industrial Internship in your esteemed organization under your sole guidance and direction.

S. No.	Name	Roll No.	Year	Department
1.	Sudiksha Sonar	6601	2023-2024	Accountancy

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue the following guidelines to the concerned student mentor.

- 1) Internship schedule may be prepared and a copy of the same may be sent to us.
- 2) Each student is required to prepare an Internship diary and report.
- 3) Kindly check the Internship diary of the student daily.
- 4) Issue instructions regarding working hours during training and ensure maintenance of the attendance record.



You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Satisfactory and Non-Satisfactory on the below mentioned factors:

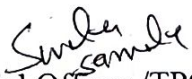
- i. Attendance and general behavior
- ii. Relation with workers and supervisors
- iii. Initiative and efforts in learning
- iv. Knowledge and skills improvement
- v. Contribution to the organization

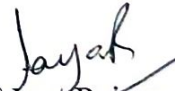
The performance report may please be forwarded to the undersigned on completion of training in a sealed envelope.

Your efforts in this regard will positively enhance the knowledge and practical skills of the students, your cooperation will be highly appreciated, and we are deeply grateful.

The students will abide by the rules and regulations of the organization and will maintain proper discipline with keen interest during their internship. The students will report to you on 15/1/24 date along with a copy of this letter.

Yours sincerely,


Nodal Officer /TPO
St Mira's College for Girls, Pune


Dr. Jaya Rajagopalan
Principal Incharge



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5. Student Diary (Log) Recording Format for Offline Mode

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
1.	Finding client name from GST no	50 Clients searched.	Use of GST no.	
2.	Company creation in tally prime.	30 Companies created.	Company creation procedure.	
3.	Bank entries in tally.	20 Bank statements - accounting.	Debit & Credit transaction in Bank.	
4.	Sales entries	250 Sale entries	Sale entries with GST	
5.	Purchase entries	250 Purchase entries.	Purchase entries with GST.	
6.	Word files converted into PDF	130 Reports converted & compressed.	Report conversion in PDF format.	
7.	DSC attachment to Reports.	130 DSC attached.	DSC attachment.	
8.	Drafting emails.	135 emails sent to clients	Email drafting to acquire data from client.	

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Signature of Industry Supervisor



SATISH B. RAUT & ASSOCIATES

CHARTERED ACCOUNTANTS



Renuka, Plot No. 12A, Giridarshan Co-Operative Housing Society, Baner Road, Aundh, Pune - 411 007
Mob. : 9822668981, email : id - casatishraut11@gmail.com

6. Attendance Sheet

Name & Address of Organization

Satish B. Raut and associates.
Plot No. 12A Giridarshan Housing
Society Baner Road, Aundh - 411007

Name of the Student	Sudksha Lalbahadur Sonar
Roll Number	6601
Name of Course	Master of Commerce
Date of Commencement of Training	15 January 2024
Date of Completion of Training	20 February 2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	P	P	P	LP	LP	P
2	P	P	P	P	A	P
3	P	P	P	P	P	P
4	P	P	P	P	P	P
5	P	P	P	P	P	P
6	A	P				
7						
8						
9						
10						
11						
12						

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature with date of Internship Supervisor

Sudksha





SATISH B. RAUT & ASSOCIATES

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Mob. : 9822668981, email : id - casatishraut11@gmail.com

7. Supervisor Evaluation of Intern

Student Name: Sudiksha Lalbahadur Sonar Date: 13/04/2024

Work Supervisor: Mr. Satish B. Raut Title: _____

Organization: Satish B. Raut and Associates

Internship Address: F.D Group Shweta Corner Pune

Dates of Internship: From 15 January 2024 To 20 February 2024

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors			✓	
Performs in a dependable Manner		✓		
Cooperates with co-workers and supervisors				✓
Shows interest in work				✓
Learns quickly		✓		
Shows initiative	✓			
Produces high quality work		✓		
Accepts responsibility			✓	
Accepts criticism			✓	
Demonstrates organizational skills			✓	
Uses technical knowledge and expertise			✓	
Shows good judgment				
Demonstrates creativity/originality		✓		✓
Analyzes problems effectively			✓	



Draft Internship Policy 2024

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

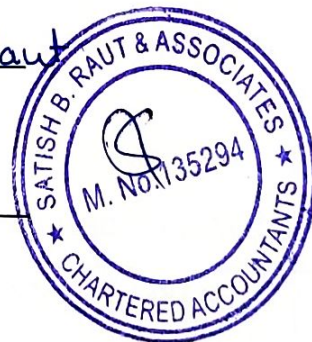
Overall performance of student intern (circle one):

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry supervisor Mr. Satish B Raut

HR Manager Mr. Hitesh Shingala



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8. Student Feedback of Internship /Industrial/Govt./NGO/Rural Internship /Innovation/Entrepreneurship/Research Project/Community Engagement

(To be filled by Students after Internship completion)

Student Name: Sudiksha Lalbahadur Sonar Date: _____
 Industrial Supervisor: Hitesh Shingala Title: Chief Accountant
 Supervisor Email: hitesh.fdgroup@gmail.com Internship is: _____ Paid _____ Unpaid
 Organization: Satish B Raut and Associates
 Internship Address: FD Group, Shweta Corner, Pune
 Faculty Coordinator: - Department: Accounts
 Dates of Internship: From 15/1/2024 To 20/2/2024

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

- Yes, to a large degree
- Yes, to a slight degree
- No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field		✓			
Allowed me to apply classroom theory to practice			✓		
Helped me develop my decision-making and problem-solving skills	✓				
Expanded my knowledge about the work world prior to permanent employment	✓				
Helped me develop my written and oral communication skills		✓			

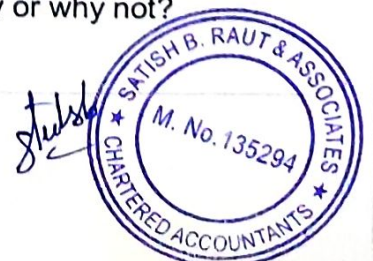


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Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)		✓			
Expanded my sensitivity to the ethical implications of the work Involved		✓			
Made it possible for me to be more confident in new Situations	✓				
Given me a chance to improve my interpersonal skills		✓			
Helped me learn to handle responsibility and use my timewisely		✓			
Helped me discover new aspects of myself that I didn't know existed before		✓			
Helped me develop new interests and abilities	✓				
Helped me clarify my career Goals		✓			
Provided me with contacts which may lead to future Employment		✓			
Allowed me to acquire information and/ or use equipment not available at my Institute		✓			

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?



- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

I was able to get the knowledge as well as my knowledge related to subject in this internship program which has given a new experience.

- In what areas did you most develop and improve?

In Account and taxation, technical skills and the communication.

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

Opportunity to learn Accounting

- What did you dislike about the internship?

There is Nothing I dislike

- Considering your overall experience, how would you rate this internship? (Circle one).

-Satisfactory/ Good/ Excellent

- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Yes, a proper orientation was needed but the fact that our teachers explained it very well.

<Signature of Student>

Sudisha

<Name, Roll number, Date>

Sudisha Lal Bahadur Sonar
6601



Sudish





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[ARTS, COMMERCE, SCIENCE ,BSc(Computer Science), BBA, BBA(CA)]
6,Koregaon Road,Pune-411001. [INDIA]
Ph./Fax: 26124846; Email: info@stmirascollegepune.edu.in

Performa for Evaluation of Internship by Institute

1. Name of Student Sudiksha Lalbahadur Sonar
2. Mobile.No. 8421934583
3. Roll No. 6601
4. Branch / Semester Semester II
5. Period of Training 1
6. Home Address with Contact No. Ganeshnager Bopkhel pune-31
7. Address of Training Site: _____
8. Address of Training Providing Agency: _____
9. Name / Designation of Training In-charge Satish B. Raut
10. Type of Work Account Department
11. Date of Evaluation 22/04/2024
12. Please rate the following:



S.no.	Particulars	Grade
1	Quality and effectiveness of presentation	
2	Depth of knowledge and demonstrated skills	
3	Variety and relevance of learning experience	
4	Practical applications and relationships with concepts taught	
5	Internship Report	
6	Attendance record, student log, supervisor evaluation	

Overall Grade: _____

Additional Remarks:


Simran Chug

Signature of Faculty Mentor





SATISH B. RAUT & ASSOCIATES

CHARTERED ACCOUNTANTS

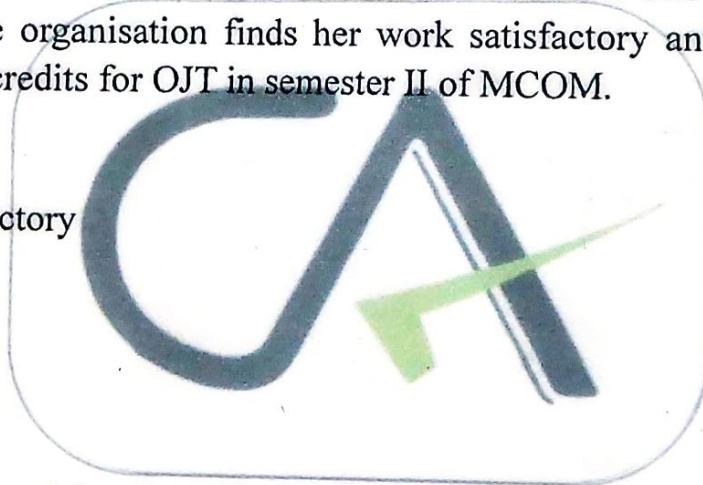


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St. Mira's College for Girls, Pune.
On The Job Training Certificate

This is to certify that Sudiksha Sonar. Roll No.6601 Class M.com 1st year with Advance Accounting has completed 120 hours or more of On the Job Training (OJT) in One Twenty Hours Internship Programme in this organisation from 15/01/2024 to 20/02/2024. The student has worked for Job Profile Account Department. The organisation finds her work satisfactory and this makes her eligible to get 4 credits for OJT in semester II of MCOM.


Remark – Satisfactory



Name and Address of the Organisation –

Satish B Raut and Associates




CA. Satish B. Raut

Proprietor

Date – 20/02/2024

Place – Pune