


660

# 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

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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

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Organization

Year

Project:

Brief:

Academic Experience

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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

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- 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





# 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





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

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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

## 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:

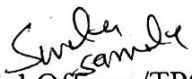
- i. Attendance and general behavior
- ii. Relation with workers and supervisors
- iii. Initiative and efforts in learning
- iv. Knowledge and skills improvement
- v. Contribution to the organization

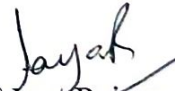
The performance report may please be forwarded to the undersigned on completion of training in a sealed envelope.

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



**St. Mira's College for Girls, Pune**  
**(Autonomous- Affiliated to Savitribai Phule Pune University)**

**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.	

*Shubh*



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	P	P	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



CHARTERED ACCOUNTANTS

Renuka, Plot No. 12A, Giridarshan Co-Operative Housing Society, Baner Road, Aundh, Pune - 411 007  
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		✓		



*Satish*

Draft Internship Policy 2024





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

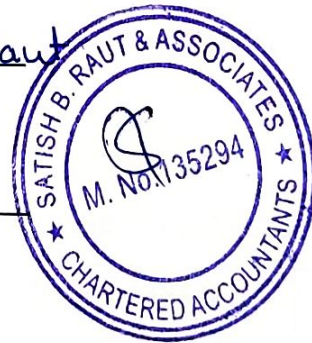
Overall performance of student intern (circle one):

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry supervisor Mr. Satish B Raut

HR Manager Mr. Hitesh Shingala



# St. Mira's College For Girls, Pune

(Autonomous- Affiliated to Savitribai Phule Pune University)

## 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		✓			

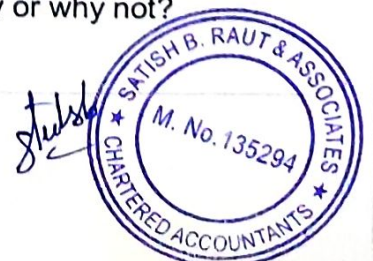


*Shilpi*



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 Lalbahadur Sonar  
6601



Sudish





**SADHU VASWANI MISSION'S**  
**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Reaccredited by NAAC- A Grade, cycle 4**  
**[ARTS, COMMERCE, SCIENCE ,BSc(Computer Science), BBA, BBA(CA)]**  
**6,Koregaon Road,Pune-411001. [INDIA]**  
**Ph./Fax: 26124846; Email: [info@stmirascollegepune.edu.in](mailto: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

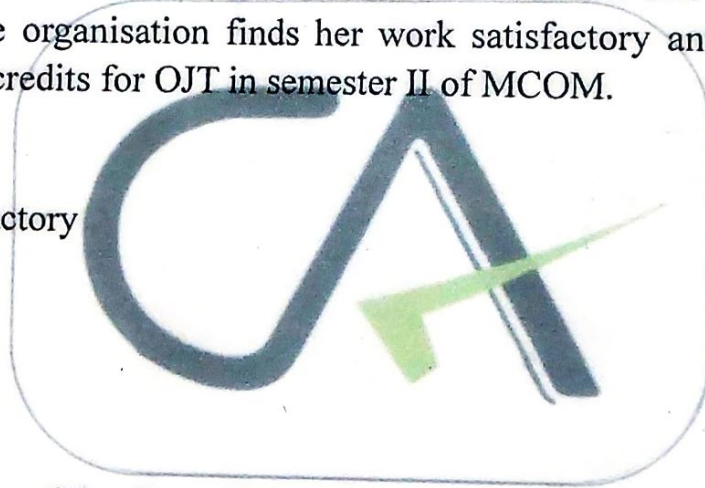


Renuka, Plot No. 12A, Giridarshan Co-Operative Housing Society, Baner Road, Aundh, Pune - 411 007  
Mob. : 9822668981, email : id - casatishraut11@gmail.com

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 1<sup>st</sup> 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



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:	Tarmeet Kaur Chhabra
2. Current Address	Palm Groves Society, BTKawde Road
3. Residence Address	B2 Plot 19, Palm Groves Society, BT Kawde Road, Ahoradi Pune
4. Email id	tarmeetkaurch@gmail.com
5. Mobile Nos.	7796813602
6. Aadhar	3257 4287 9982
7. PAN	DBMPC4114M
8. Overall GPA	7.8
9. Mode of Internship	Offline
10. Internship Preferences(Optional)	Sales/Marketing
I confirm that I agree with the terms, conditions, and requirements of the Internship Policy Student Signature: <u>Tarmeet</u> Date <u>14/3/24</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. <u>J. Chhabra</u> Sign of Department Faculty Coordinator Date <u>14/03/2024</u>	





## 2. Draft Resume Template

Name  
Contact Number and Email ID:

### Education

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HEI Name Year  
Degree / Specialization:  
CGPA:

HEI Name: <bachelor's degree> Year  
Degree / Specialization:  
CGPA:

### 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



# St. Mira's College for Girls, Pune Autonomous- Affiliated to Savitribai Phule Pune University)

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

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
1	Introduction & Training	My Seniors took us through the process	How to communicate How to sell.	
2	Trainings & Application	Learned on how to deliver & other admin work	Got <del>my</del> more knowledge on the data	
3.	Connect with Leads & brief them	Connected with prospects, explained in detail	Confidence to deal with new leads	
4.	Handle the admin work of the students	Filled details of students, assigned batches	Time management with all other work	
5.	connect with new leads & line up for process	Continued the leads to attend a zoom call process	How to communicate in the right way.	
6.	Line up at least 2 process every day	connected with a lot of leads & got 2 process	Learning to deal with a lot of no's.	
7.	Get an admission from the prospects	Follow up with the leads whose process is done	Final closing of a sale	
8.	meet the monthly target	Have 2 process everyday & follow up	Creating a funnel of prospects	
9.	Post admission work	All details taken, batch assigned, made reports	Start to end sale cycle	



*Swati*  
Signature of Industry Supervisor



**St. Mira's College For Girls, Pune**  
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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: Tarmeet Kaur Chhabra Date: 14-3-24  
 Industrial Supervisor: Swati Raut Title: \_\_\_\_\_  
 Supervisor Email: swati@imageconsulting.com Internship is: \_\_\_\_\_ Paid  Unpaid \_\_\_\_\_  
 Organization: Image Consulting Business Institute (ICBI)  
 Internship Address: 1st Floor, Sky One Marikchand, Kalyani Nagar  
 Faculty Coordinator: Mrs. Jyoti Chintan Department: \_\_\_\_\_  
 Dates of Internship: From 9-10-23 To 14-03-24

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	✓				



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 took some time to learn all my tasks, practised daily. Each day would be about learning something new. I also learned other things not in my learning contract.

- In what areas did you most develop and improve?

I improved a lot on the basis of my communication skills, confidence and interpersonal skills.

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

The most significant part was when I was appreciated by my seniors on the work done by me and also when I met my targets.

- What did you dislike about the internship?

There was nothing in particular to dislike as I ~~was~~ am working in my field of interest.

- 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?)

*Tarmeet*

Tarmeet Kaur Chhabra, 6804, 14th March 2024.

<Signature of Student>

<Name, Roll number, Date>



This is to certify that, Tarmeet Kaur Chhabra – 6804 of MCom with Business Administration completed 120 hours or more of On The Job Training (OJT) in Image Consulting Business Institute from 9-10-23 to 9-3-24. The student has worked as a Program Advisor/ Counselor. The organisation/company finds her work satisfactory and this makes her eligible to get 4 credits for OJT in VIII<sup>th</sup> semester of MA/ MCOM/MSC.

Remark – Satisfactory

Name and Address of Organisation

Image Consulting Business Institute

1<sup>st</sup> floor, Regus, sky one Manikchand, Kalyani Nagar, Pune

Name and Signature of the Signing Authority

Swati Raut- Engagement Head



Date – 5-3-24

Place - Pune



## 6. Attendance Sheet

<Organization Letter Head>

Name & Address of Organization

Image Consulting Business Institute  
1st Floor Regus, Sky One Manikchand  
Kalyani Nagar, Pune

Name of the Student	Talmeet Kaur Chhabra
Roll Number	6804
Name of Course	M.Com (Business Administration)
Date of Commencement of Training	9th October 2023
Date of Completion of Training	9th March 2024

Month and Year:

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

- 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 Swati Raut Swati 11/02/24



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## 7. Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: Tarmeet Kaur Chhabra Date: 14th March 2024  
 Work Supervisor: Swati Raut Title: \_\_\_\_\_  
 Organization: Image Consulting Business Institute  
 Internship Address: 1st Floor, Regus, Sky One Manikchand, Kalyani Nagar.  
 Dates of Internship: From 9th October 2023 To 9th March 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		✓		



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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 Suata

HR Manager Jinal Kolekar.

