

SKYLARK FOUNDATION (SINC-2000)



**SKYLARK
FOUNDATION
EST. 2000**

**ARTS, COMMERCE &
SCIENCE COLLEGE
Khed Shivapur – 412205**



**SUBJECT NAME :- Banking &
Finance
(SEM – 6)**

► **TEACHER NAME :- KAJAL MAM**

SKYLARK FOUNDATION (SINC-2000)

STUDENT NAME :- Karan Ganesh Chorghe

Roll No. :- 01

STD. :- T.Y.B.COM

YEAR. :- 2023-2024

**SKYLARK FOUNDATION (SINCE-2000)
ARTS, COMMERCE &
SCIENCE COLLEGE**

CERTIFICATE

**This Is To Certify That Mr. Karan Ganesh Chorghe A
Student Of T.Y.B.COM Class, Roll No 01 University Exam .
Seat No 0000 Has Successfully Completed Tally Prime
Software Practical's Of The Subject Banking & Finance – I
As Per Syllabus laid Down By The Savitribai Phule
University. Pune During The Academic Year 2019-2020**

Date:-

Internal Examiner

Head Of Department

Internal Examiner

Principal



ARTS, COMMERCE &
SCIENCE COLLEGE



- **TALLY PRIME SOFTWARE**



TALLY PRIME

(An Accounting Software)

What is accounting software?

It is a system that automatically carries out “Mechanical Activities” in accounting process. Accounting being the backbone of any business, accounting software becomes the most important part of office automation activities.



Accounting process includes following seven activities



Understanding the transaction (Details of transaction)



Journal / Voucher Entry (Debiting and Crediting of Accounts)



Ledger Posting (Posting entries into individual ledgers)



Balancing of Ledger Accounts (DR & CR Balances in the accounts)



Trial Balance (List of DR & CR Balances for checking arithmetical accuracy & cursory glance)



Profit & Loss Account (Income reduced by Expenses)



Balance Sheet (Statement of Assets and Liabilities)

Accounting process includes following seven activities



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Balance Sheet (Statement of Assets and Liabilities)

Why accounting software needed?

In case of manual accounting, all the seven activities are carried out by human beings, i.e. accountants. But in case of accounting software, out of the above seven activities, following two activities only are performed by human beings, i.e.

1. ☐ Understanding the Transactions
2. ☐ Voucher Entry

Remaining five activities, i.e.

1. ☐ Posting,
2. ☐ Balancing,
3. ☐ Trial Balance
4. ☐ Profit & Loss Account
5. ☐ Balance Sheet

are performed by software automatically. In some special cases, even Voucher Entry job can also be assigned to software without any human intervention.

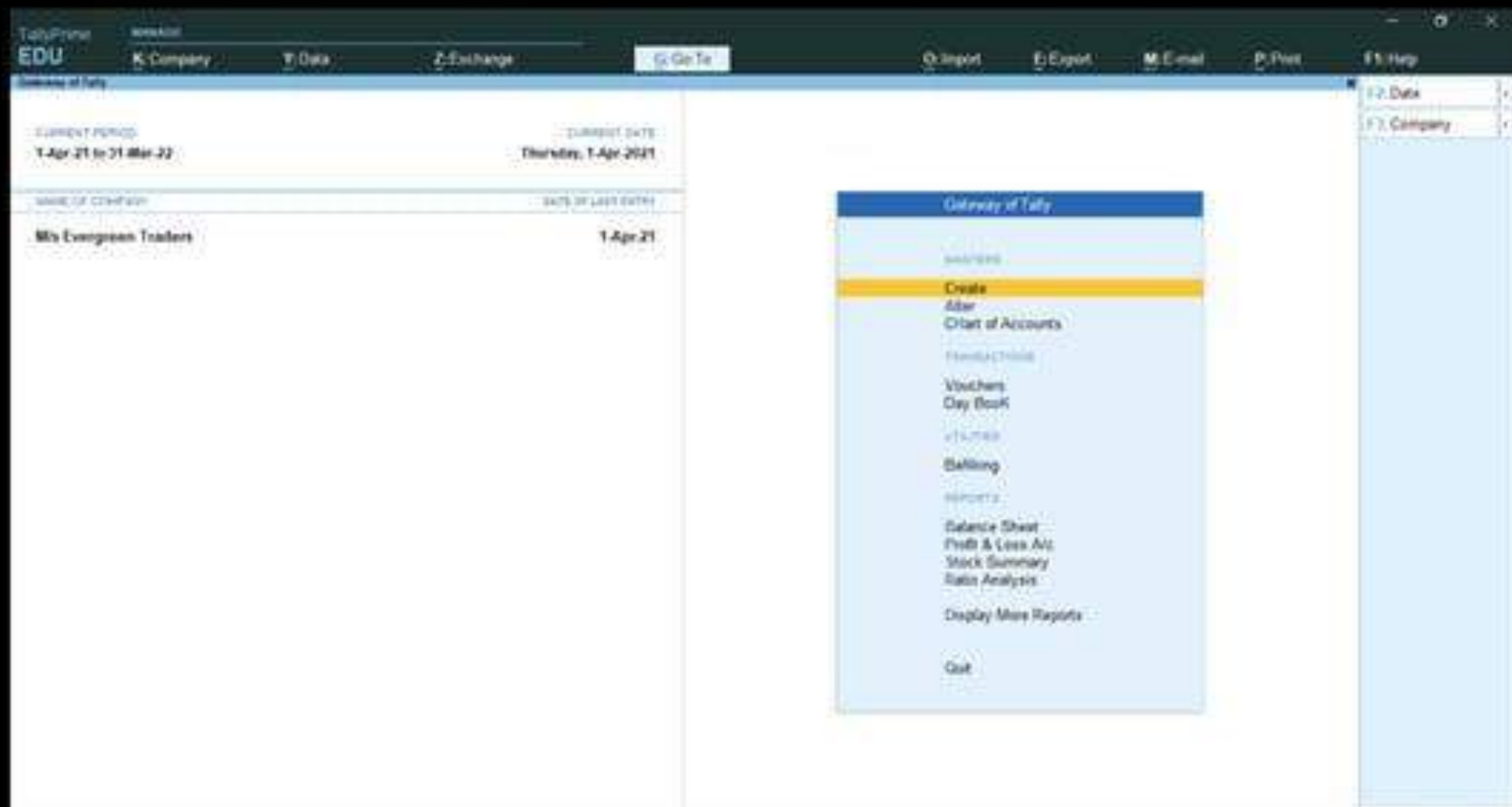


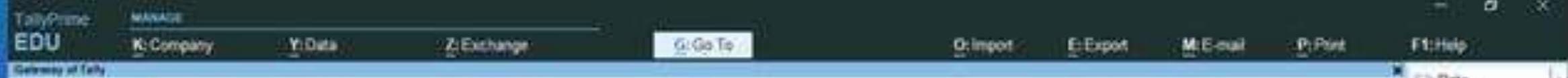
TallyPrime

Introduction of Tally Prime

- Tally Prime is a complete business management software for small and medium business. Tally Prime helps you manage accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on business growth.

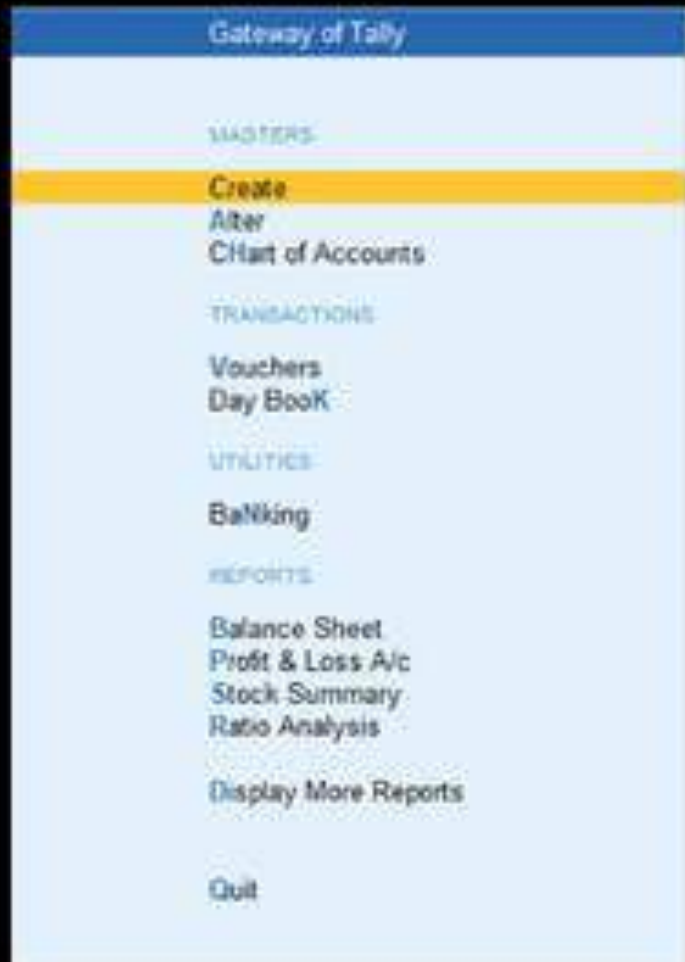
Home Screen





Top Menu has options to manage your Companies, Tally Prime application, users in your Companies, and your data storage & sharing. This menu and child items in the menu are also accessible from any screen in Tally Prime. Help menu has options to launch Tally Help and to upgrade your application to a newer release of the product. Availability of a newer release is indicated with a red dot notification on the menu name Help.

Gateway of Tally



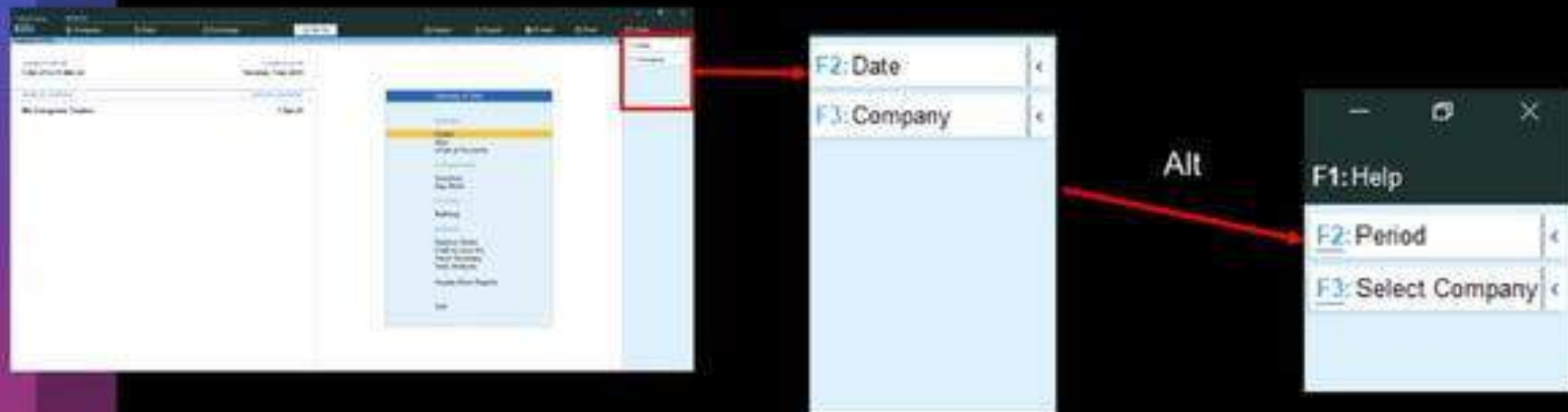
Gateway of Tally groups the different Tally Prime features, based on the nature of activities.

Options on the main screen of Tally Prime include Masters, Transactions, Utilities, a few Accounting and Financial reports, and an option to view more reports.

When you select any of these options, a screen opens that lets you create or alter a master or transaction, view a report, or list other options.

every option in the Gateway of Tally has one bold capital letter, the shortcut to access the option. You can just press the letter key to access the corresponding item. For example, **K** is to open Day Book, and **B** for Balance Sheet.

Right Button Bar



Right Button Bar on the home screen of Tally Prime has two buttons F2: Date and F3: Company. On pressing Alt key the options change to F2: Period and F3: Select Company

More about the buttons on the right button bar

F2, F3, F12 options – remain constant on all screens, transactions, masters and reports.

F4 to F10 – each one has a preset but different action in transactions, masters, and reports.

Transactions	Masters	Reports
F4: Contra €	F4	F4
F5: Payment	F5	
F6: Receipt €	F6	F5 €
F7: Journal €	F7	F6
F8: Sales €	F8	F7
F9: Purchase €	F9	F8: Valuation
F10: Other Vouchers	F10: Other Masters	F9
		F10

Tally Prime Data Storage



- Master Data
- Non-Master Data

Voucher Types

List of Voucher Types	
	Create
	Hide Inactive
Accounting Vouchers	
Contra	F4
Credit Note	Alt+F6
Debit Note	Alt+F5
Journal	F7
Memorandum	
Payment	F5
Purchase	F9
Receipt	F6
Reversing Journal	
Sales	F8
Inventory Vouchers	
Delivery Note	Alt+F8
Material In	
Material Out	
Physical Stock	Ctrl+F7
Receipt Note	Alt+F9
Rejections In	Ctrl+F6
Rejections Out	Ctrl+F5
Stock Journal	Alt+F7
Order Vouchers	
Job Work In Order	
Job Work Out Order	
Purchase Order	Ctrl+F9
Sales Order	Ctrl+F8
Payroll Vouchers	
Attendance	
Payroll	Ctrl+F4

You need to activate the Sales Order voucher type.

Activate now?

Yes No

Inactive voucher can be activated by clicking it and select Yes.

Type of Master Data

Accounting Master Data :

- Ledgers
- Groups
- Cost Centres
- Budgets
- Scenarios
- Voucher Types

Inventory Master Data :

- Stock Items
- Stock Groups
- Units of measure
- Godowns
- Categories
- Reorder Levels
- Voucher Types

Payroll Master Data :

- Employees
- Employee Groups
- Unit (Work)
- Attendance / Production Types
- Pay Heads
- Salary Details
- Voucher Types

Statutory Master Data :

- VAT Classifications
- Service Categories
- TDS Nature of Payments
- Deductee Types
- Income Tax Classifications
- Income Tax Slabs

List of Masters

Change Company
Show Less

Show Inactive

Accounting Masters

Group
Ledger
Currency
Budget
Scenario
Voucher Type
Credit Limits

Inventory Masters

Stock Group
Stock Category
Stock Item
Unit
Location

Payroll Masters

Employee Category
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Payroll Voucher Type

Statutory Details

PAN/CIN Details

Create a Company in TallyPrime

1. Press Alt+K > Create.
2. Alternatively, at the Gateway of Tally, press F3 > Create Company.
3. The Company Creation screen appears.
4. Enter the Company Name.
5. Notice that a few fields are auto-filled. You can change any of these values as needed.
6. Enter the details or verify the auto-filled details.
7. You can change these values later as needed. However, be careful about choosing the Financial year beginning from and Books beginning from dates.



Create Ledgers & Groups

Groups are available in TallyPrime by default to classify the ledgers. There are 28 default Groups, like Bank Accounts, Indirect Expenses, and so on.

Go to Gateway of Tally > Create > Group or Alt+G (Go To) > Create Master > Group.

Ledgers in TallyPrime are similar to the ledgers that you use in the books of accounts. There are two default ledgers – Cash and Profit & Loss A/c.

Go to Gateway of Tally > Create > Ledger or Alt+G (Go To) > Create Master > Ledger.

Gateway of Tally → Create



Create Stock Items, Stock Groups, and Stock Categories

Create Stock Items

Go to Gateway of Tally > Create > Stock Item or press
Alt+G (Go To) > Create Master > Stock Item

Stock Item Creation

Company: National Enterprises

Name (Alias): Jaggery - Square

Under: Jaggery

Units: Kg

Statutory Details:

GST Applicable: ☒ Applicable

GST/Alter GST Details: No

Type of Supply: Goods

Rate of Duty (eg 5): 0

Accept ?

[Yes or No](#)

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Groups

Go to Gateway of Tally > Create > Stock Group or
Alt+G (Go To) > Create Master > Stock Group

Stock Group Creation	
Name (alias)	: Jaggery Special
Under	: Jaggery
Should quantities of items be added Set/Alter GST Details	Accept ? Yes or No

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Categories

Go to Gateway of Tally > Create > Stock Category or
Alt+G (Go To) > Create Master > Stock Category

Stock Category Creation	
Name	: Sweeteners
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

Create Units

Create Simple Units

Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit

Unit Creation	
Type	: Simple
Symbol	: Gm
Formal name	: Gram
Unit Quantity Code (UQC)	: GMS-GRAM
Number of decimal places	: 0

Accept ?
Yes or No

Create Units

Create Compound Units

1. Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit.
2. Press Backspace and select Compound if the Type selected is Simple.
3. Enter the Compound Unit as the First unit. For example, Kg.
4. Enter the Conversion factor. For example, 1000.

Unit Creation			
Type	Compound		
Units with Multiplier Factors (example: Kgs of 1000 gms)			
First unit	Conversion	Second unit	Accept ? Yes or No
Kg	of 1,000	Gm	

Alter or Delete Masters

Alter Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master under which the required master exists > select the master you want to alter.
2. Update the details as needed and save.

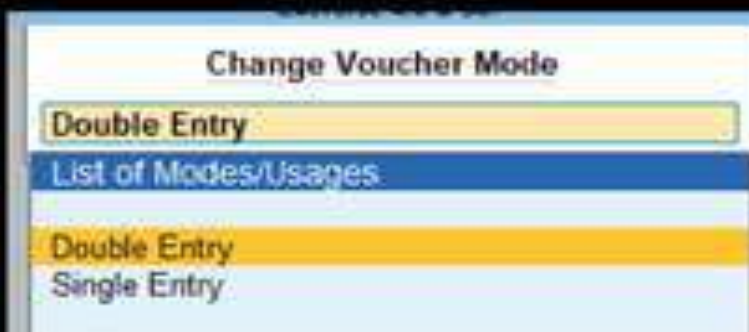
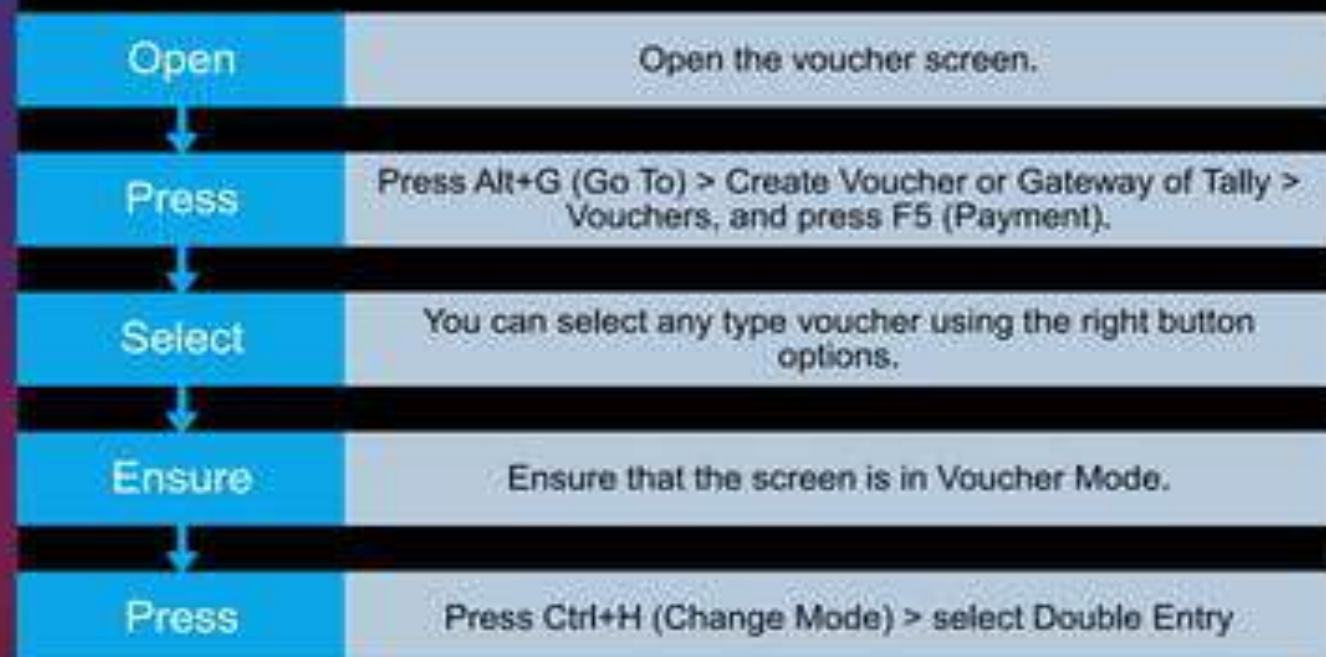
Alter or Delete Masters

Delete Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master
under which the required master exists > select the master you want to delete.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y

Record Transactions in Different Modes | Change Mode

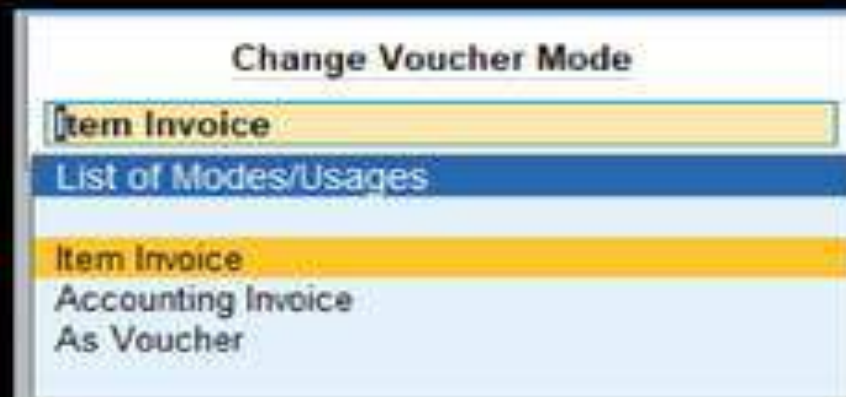
Double Entry/Voucher Mode



Record Transactions in Different Modes | Change Mode

Accounting Invoice /Item Invoice Mode

1. Open the voucher screen.
2. Press Alt+G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F8 (Sales).
3. You can select any type of voucher using the right button options.
4. Ensure that the screen is in Accounting Invoice Mode.
5. Press Ctrl+H (Change Mode) > select Accounting Invoice Mode/Item Invoice



Alter or Delete Transactions

Alter Transactions

1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.

Alternatively, you can open any report that shows the required voucher, drill down to the voucher and alter it.

2. Update the details as needed and save.

Alter or Delete Transactions

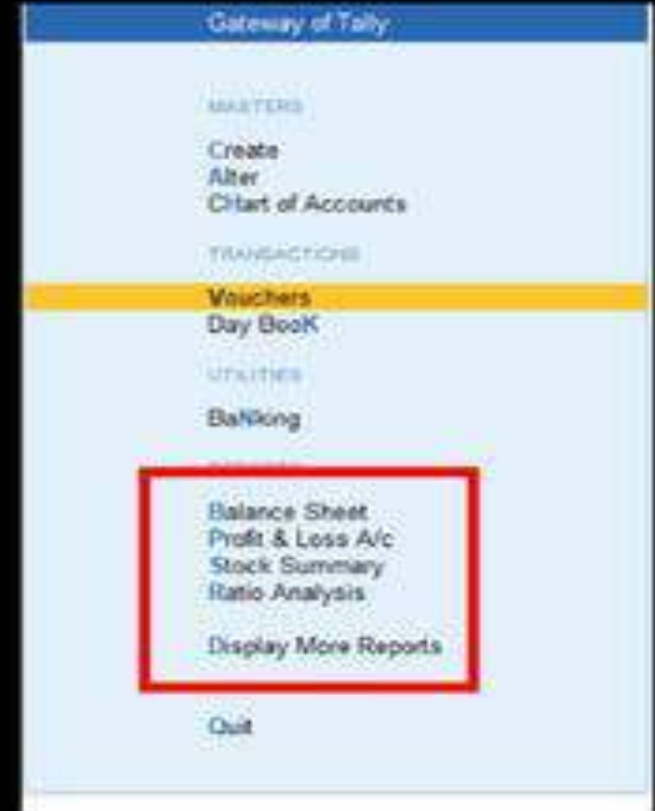
Delete Transactions

1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y.

TallyPrime Features for Viewing Reports

To open Balance Sheet and other Reports

Go to Gateway of Tally > Balance Sheet
or use Alt+G (Go To) > Balance Sheet or
any other reports.



UNDERTAKING FROM STUDENT

To,

The Branch Manager/ Manager (HR),

Jagat Star

Kandhampur

(Place)

Subject: Undertaking

Respected Madam / Sir

I am a student of Arts Commerce Science College. I am studying in semester VI of T.Y.B.Com. I am going to join your est organisation for my sixty hours internship programme during - to tally

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: Kandhampur

Place: 21/05/24

UNDERTAKING FROM STUDENT

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

To,

The Principal,

Arts, Science and Commerce College Khedshivapur

Subject: Undertaking ---

Respected Madam / Sir,

I am studying in semester V & VI of T.Y.B.Com. I am going to join Supra Store (Name of the organisation) for my sixty hours internship programme during Week 10 - 13/04/24.

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.

Yours obediently,

(Name & Signature of parent)

Date: 13/04/24

(Name & signature of the student)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Sir/Madam,

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	Pooja - [Signature]
2	Department	IT/IT
3	Designation	
4	Name of the Student	Kumar Chandra
5	Name of the College	Shri G. S. D. College
6	Roll Number	
7	Special Subject	Banking & Finance

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

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

12	Using full potential at work		<input checked="" type="checkbox"/>	
13	Work habits			<input checked="" type="checkbox"/>
14	Honest & Integrity		<input checked="" type="checkbox"/>	
15	Creativity			<input checked="" type="checkbox"/>

Part B - SWOC analysis of the student (Please mention below the strength, weakness of the student and the areas for improvement)

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

1. _____
2. _____
3. _____
4. _____

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

1. _____
2. _____
3. _____
4. _____

Name of the Supervisor / Reviewing Officer: Pooja - [Signature]
 Designation: Assistant Professor
 Signature: [Signature]

Place of Review: Kandharpar
 Date of Review: 15/12/24

Company / Organization Name: Sagar Shree
 Address: Kandharpar

सत्यमेव जयते

STUDENT FEEDBACK FORM

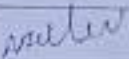
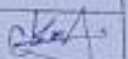
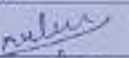
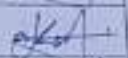
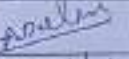
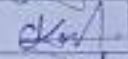
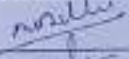
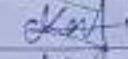
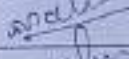

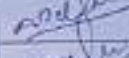
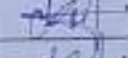
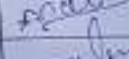

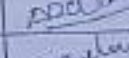
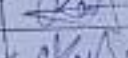


1. Name of the Student : Doraghe Karan Qanesh
2. Class : B.T. POL. VI
3. Roll Number : 121202200000
4. Present Address : A/P Rahmatnagar
5. Contact Number : 9801500225
6. Email ID : karandoraghe@gmail.com

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

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

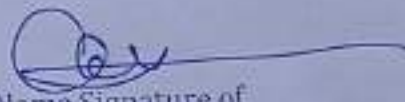
1. _____
2. _____
3. _____

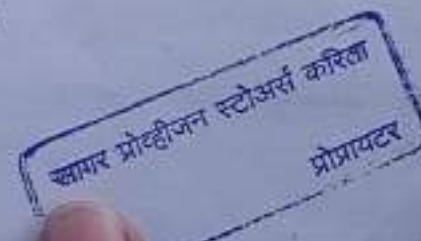
Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Student
	From	To				
21/04/24	8.00	4.00	8	Tally work		
22/04/24	8.00	4.00	8	Tally work		
23/04/24	8.00	4.00	8	Tally work		
24/04/24	8.00	4.00	8	Tally work		
25/04/24	8.00	4.00	8	Tally work		
26/04/24	8.00	4.00	8	Tally work		
27/04/24	8.00	4.00	8	Tally work		
28/04/24	8.00	4.00	8	Tally work		
29/04/24	8.00	4.00	8	Tally work		
Total Hours			8			

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


Name & Signature of Supervisor


Name & Signature of Manager


Name Signature of Section Incharge





Thank You



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SUBJECT NAME :- Banking & Finance (SEM – 6)

- TEACHER NAME :- KAJAL MAM

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2000)

STUDENT NAME :- Sahil Dharmaraj Chorghe

Roll No. :- 07

STD. :- T.Y.B.COM

YEAR. :- 2023-2024

**SKYLARK FOUNDATION (SINCE-2000)
ARTS, COMMERCE &
SCIENCE COLLEGE**

CERTIFICATE

**This Is To Certify That Mr.Sahil Dharmaraj Chorghe.A Student
Of T.Y.B.COM Class,Roll No 01 University Exam . Seat No 0000
Has Succesfully Completed Tally Prime Software Practical's Of
The Subject Banking & Finance – I As Per Syllabus laid Down By
The Savitribai Phule University.Pune During The Acdamic Year
2019-2020**

Date:-

Internal Examiner

Head Of Dipartment

Internal Examiner

Principal



ARTS, COMMERCE & SCIENCE COLLEGE

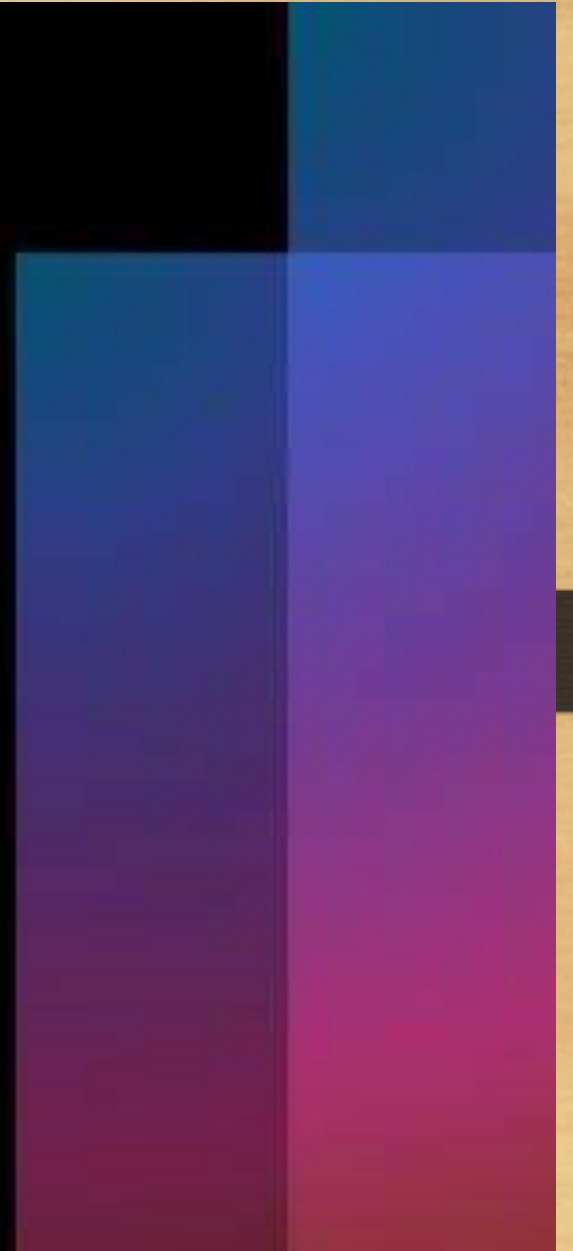


- TALLY PRIME
SOFTWARE



TALLY PRIME

(An Accounting Software)



What is accounting software?

It is a system that automatically carries out “Mechanical Activities” in accounting process. Accounting being the backbone of any business, accounting software becomes the most important part of office automation activities.



Accounting process includes following seven activities



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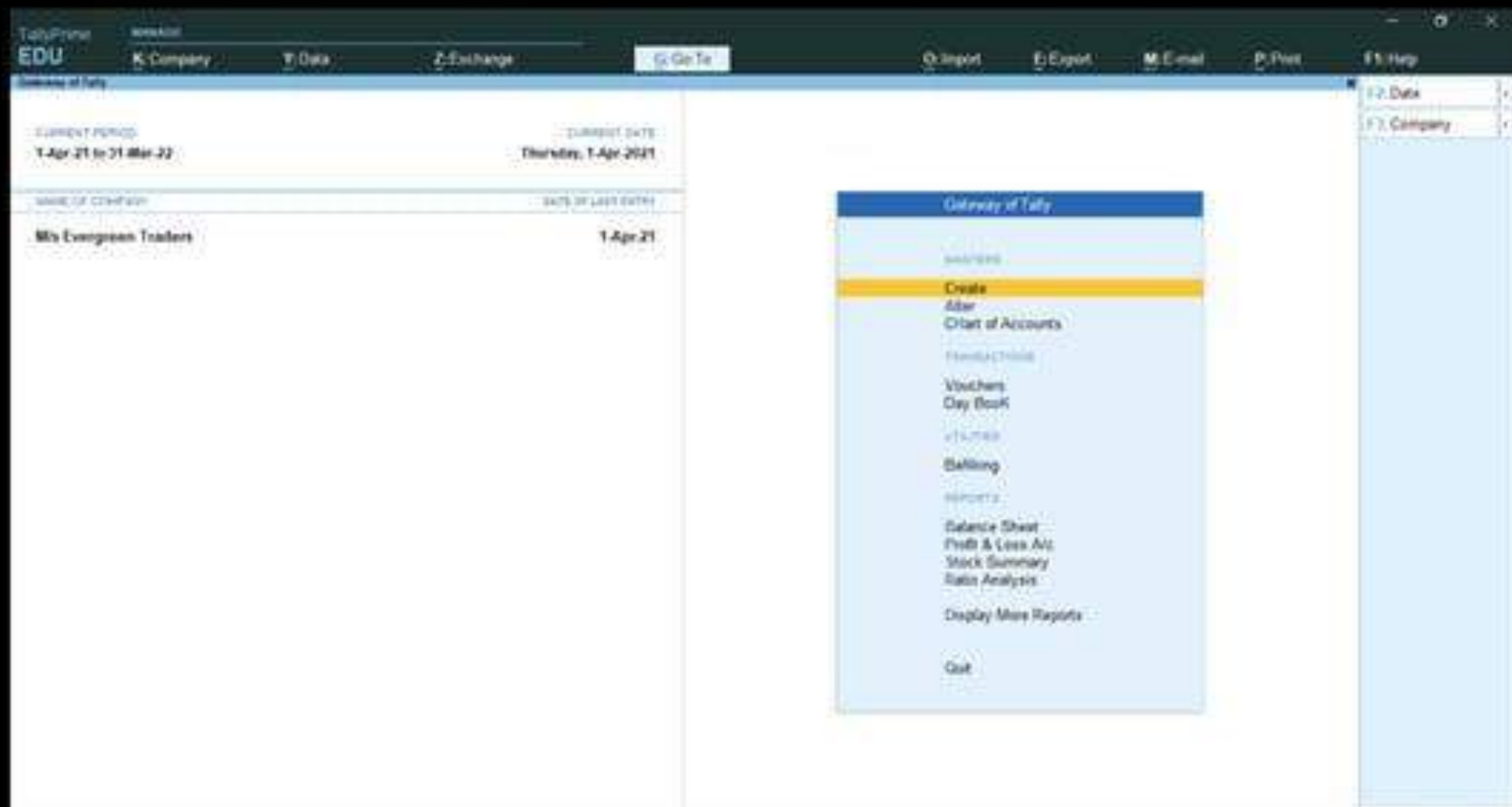


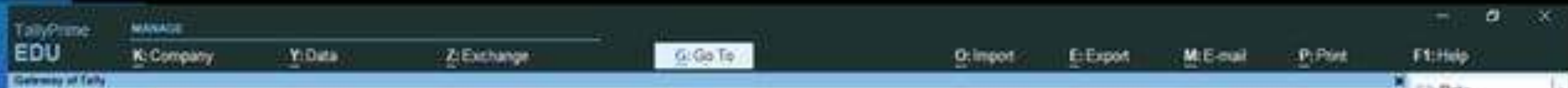
TallyPrime

Introduction of Tally Prime

- Tally Prime is a complete business management software for small and medium business. Tally Prime helps you manage accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on business growth.

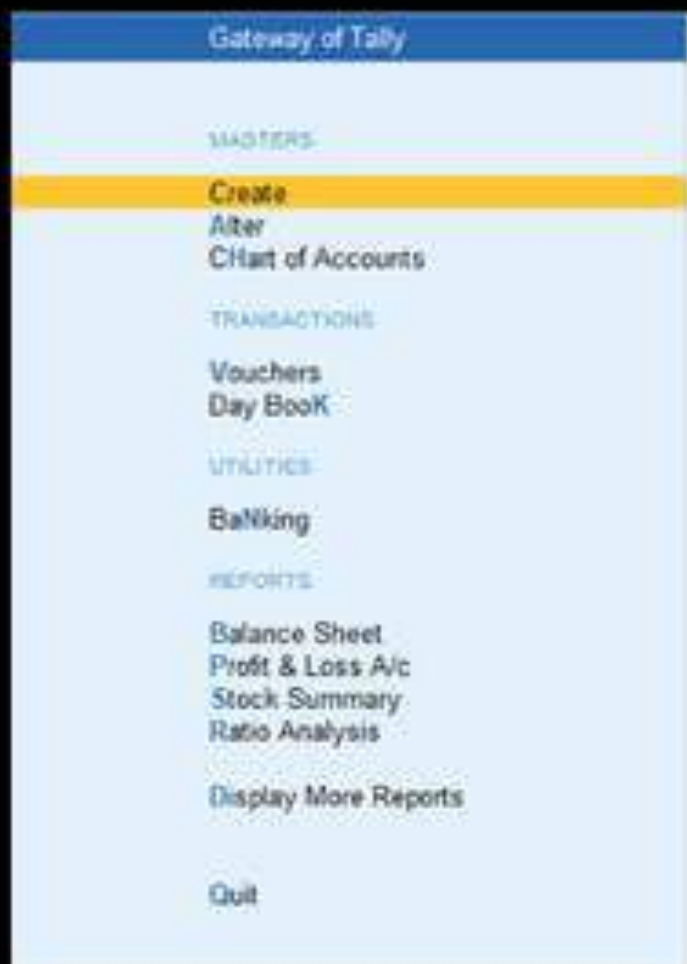
Home Screen





Top Menu has options to manage your Companies, Tally Prime application, users in your Companies, and your data storage & sharing. This menu and child items in the menu are also accessible from any screen in Tally Prime. Help menu has options to launch Tally Help and to upgrade your application to a newer release of the product. Availability of a newer release is indicated with a red dot notification on the menu name Help.

Gateway of Tally



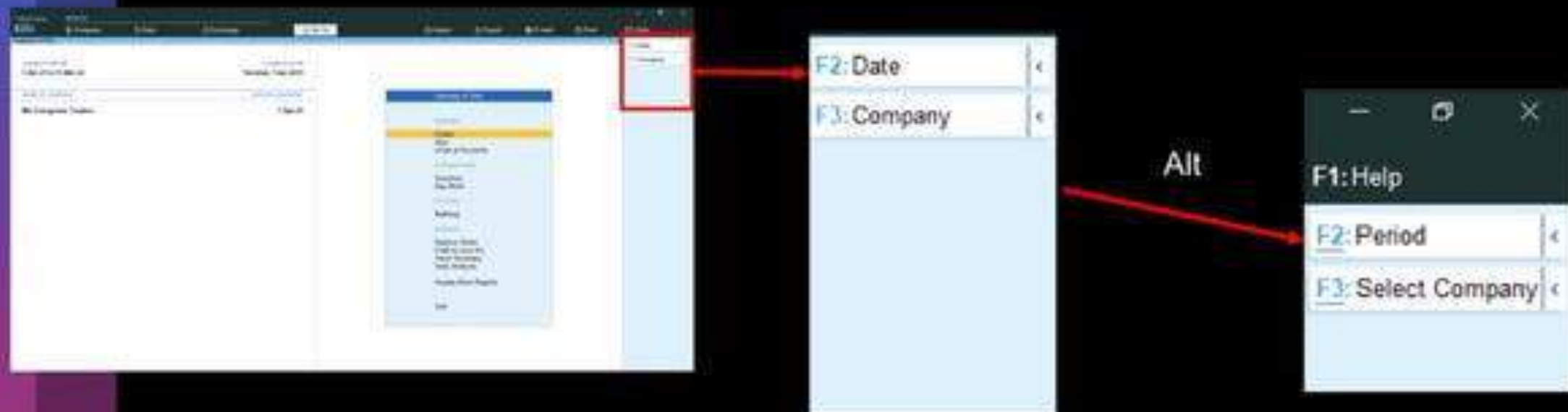
Gateway of Tally groups the different Tally Prime features, based on the nature of activities.

Options on the main screen of Tally Prime include Masters, Transactions, Utilities, a few Accounting and Financial reports, and an option to view more reports.

When you select any of these options, a screen opens that lets you create or alter a master or transaction, view a report, or list other options.

every option in the Gateway of Tally has one bold capital letter, the shortcut to access the option. You can just press the letter key to access the corresponding item. For example, **K** is to open Day Book, and **B** for Balance Sheet.

Right Button Bar



Right Button Bar on the home screen of Tally Prime has two buttons F2: Date and F3: Company. On pressing Alt key the options change to F2: Period and F3: Select Company

More about the buttons on the right button bar

F2, F3, F12 options – remain constant on all screens, transactions, masters and reports.

F4 to F10 – each one has a preset but different action in transactions, masters, and reports.

Transactions	Masters	Reports
F4: Contra	F4	F4
F5: Payment	F5	
F6: Receipt	F6	F5
F7: Journal	F7	F6
F8: Sales	F8	F7
F9: Purchase	F9	F8: Valuation
F10: Other Vouchers	F10: Other Masters	F9
		F10

Tally Prime Data Storage



- Master Data
- Non-Master Data

Voucher Types

List of Voucher Types	
	Create
	Hide Inactive
Accounting Vouchers	
Contra	F4
Credit Note	Alt+F6
Debit Note	Alt+F5
Journal	F7
Memorandum	
Payment	F5
Purchase	F9
Receipt	F6
Reversing Journal	
Sales	F8
Inventory Vouchers	
Delivery Note	Alt+F8
Material In	
Material Out	
Physical Stock	Ctrl+F7
Receipt Note	Alt+F9
Rejections In	Ctrl+F6
Rejections Out	Ctrl+F5
Stock Journal	Alt+F7
Order Vouchers	
Job Work In Order	
Job Work Out Order	
Purchase Order	Ctrl+F9
Sales Order	Ctrl+F8
Payroll Vouchers	
Attendance	
Payroll	Ctrl+F4

You need to activate the Sales Order voucher type.

Activate now?

☒ Yes ☐ No

Inactive voucher can be activated by clicking it and select Yes.

Type of Master Data

Accounting Master Data :

- Ledgers
- Groups
- Cost Centres
- Budgets
- Scenarios
- Voucher Types

Inventory Master Data :

- Stock Items
- Stock Groups
- Units of measure
- Godowns
- Categories
- Reorder Levels
- Voucher Types

Payroll Master Data :

- Employees
- Employee Groups
- Unit (Work)
- Attendance / Production Types
- Pay Heads
- Salary Details
- Voucher Types

Statutory Master Data :

- VAT Classifications
- Service Categories
- TDS Nature of Payments
- Deductee Types
- Income Tax Classifications
- Income Tax Slabs

List of Masters

Change Company

Show Less

Show Inactive

Accounting Masters

Group
Ledger
Currency
Budget
Scenario
Voucher Type
Credit Limits

Inventory Masters

Stock Group
Stock Category
Stock Item
Unit
Location

Payroll Masters

Employee Category
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Payroll Voucher Type

Statutory Details

PAN/CIN Details

Create a Company in TallyPrime

1. Press Alt+K > Create.
2. Alternatively, at the Gateway of Tally, press F3 > Create Company.
3. The Company Creation screen appears.
4. Enter the Company Name.
5. Notice that a few fields are auto-filled. You can change any of these values as needed.
6. Enter the details or verify the auto-filled details.
7. You can change these values later as needed. However, be careful about choosing the Financial year beginning from and Books beginning from dates.



Create Ledgers & Groups

Groups are available in TallyPrime by default to classify the ledgers. There are 28 default Groups, like Bank Accounts, Indirect Expenses, and so on.

Go to Gateway of Tally > Create > Group or Alt+G (Go To) > Create Master > Group.

Ledgers in TallyPrime are similar to the ledgers that you use in the books of accounts. There are two default ledgers – Cash and Profit & Loss A/c.

Go to Gateway of Tally > Create > Ledger or Alt+G (Go To) > Create Master > Ledger.

Gateway of Tally → Create



Create Stock Items, Stock Groups, and Stock Categories

Create Stock Items

Go to Gateway of Tally > Create > Stock Item or press
Alt+G (Go To) > Create Master > Stock Item

Stock Item Creation

Company: National Enterprises

Name (Alias): Jaggery - Square

Under: Jaggery

Units: Kg

Statutory Details:

GST Applicable: ☒ Applicable

GST/Alter GST Details: No

Type of Supply: Goods

Rate of Duty (eg 5): 0

Accept?

Yes or No

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Groups

Go to Gateway of Tally > Create > Stock Group or
Alt+G (Go To) > Create Master > Stock Group

Stock Group Creation	
Name (alias)	: Jaggery Special :-
Under	: Jaggery
Should quantities of items be added Set/Alter GST Details	Accept ? Yes or No

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Categories

Go to Gateway of Tally > Create > Stock Category or
Alt+G (Go To) > Create Master > Stock Category

Stock Category Creation	
Name	: Sweeteners
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

Create Units

Create Simple Units

Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit

Unit Creation	
Type	: Simple
Symbol	: Gm
Formal name	: Gram
Unit Quantity Code (UQC)	: GMS-GRAM
Number of decimal places	: 0

Accept ?
Yes or No

Create Units

Create Compound Units

1. Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit.
2. Press Backspace and select Compound if the Type selected is Simple.
3. Enter the Compound Unit as the First unit. For example, Kg.
4. Enter the Conversion factor. For example, 1000.

Unit Creation			
Type	Compound		
Units with Multiplier Factors (example: Kgs of 1000 gms)			
First unit	Conversion	Second unit	Accept ? Yes or No
Kg	of 1,000	Gm	

Alter or Delete Masters

Alter Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master under which the required master exists > select the master you want to alter.
2. Update the details as needed and save.

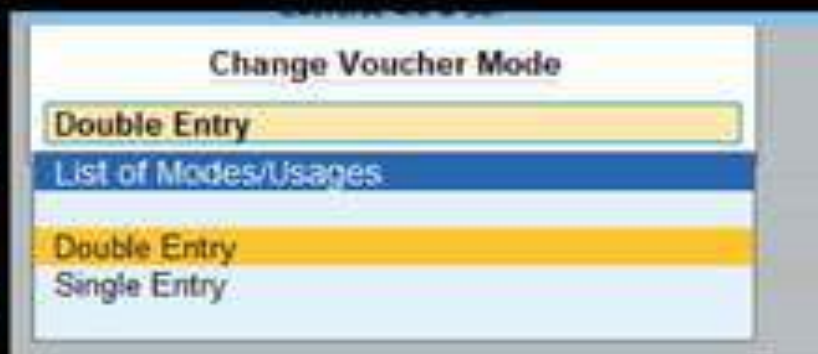
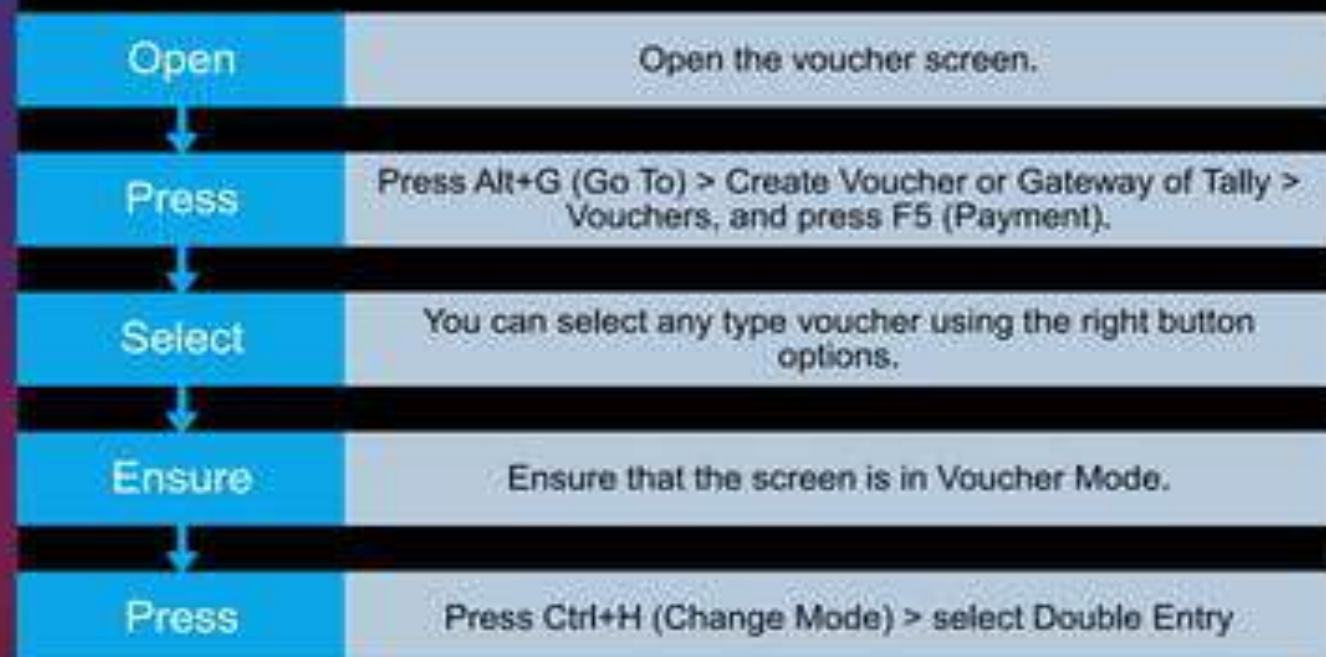
Alter or Delete Masters

Delete Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master
under which the required master exists > select the master you want to delete.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y

Record Transactions in Different Modes | Change Mode

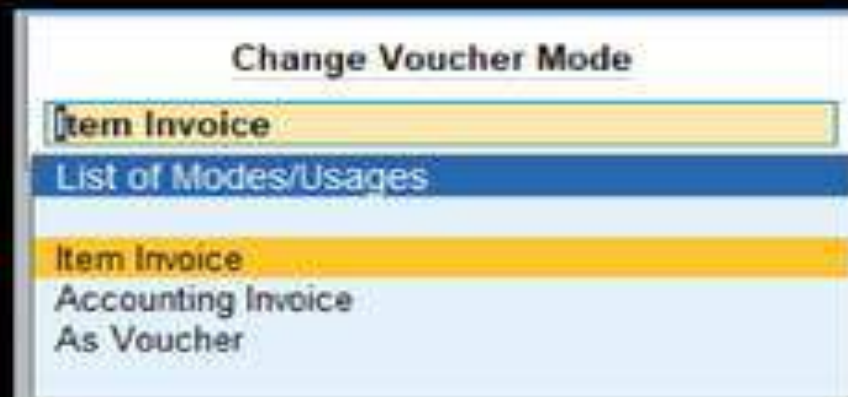
Double Entry/Voucher Mode



Record Transactions in Different Modes | Change Mode

Accounting Invoice /Item Invoice Mode

1. Open the voucher screen.
2. Press Alt+G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F8 (Sales).
3. You can select any type of voucher using the right button options.
4. Ensure that the screen is in Accounting Invoice Mode.
5. Press Ctrl+H (Change Mode) > select Accounting Invoice Mode/Item Invoice



Alter or Delete Transactions

Alter Transactions

1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.

Alternatively, you can open any report that shows the required voucher, drill down to the voucher and alter it.

2. Update the details as needed and save.

Alter or Delete Transactions

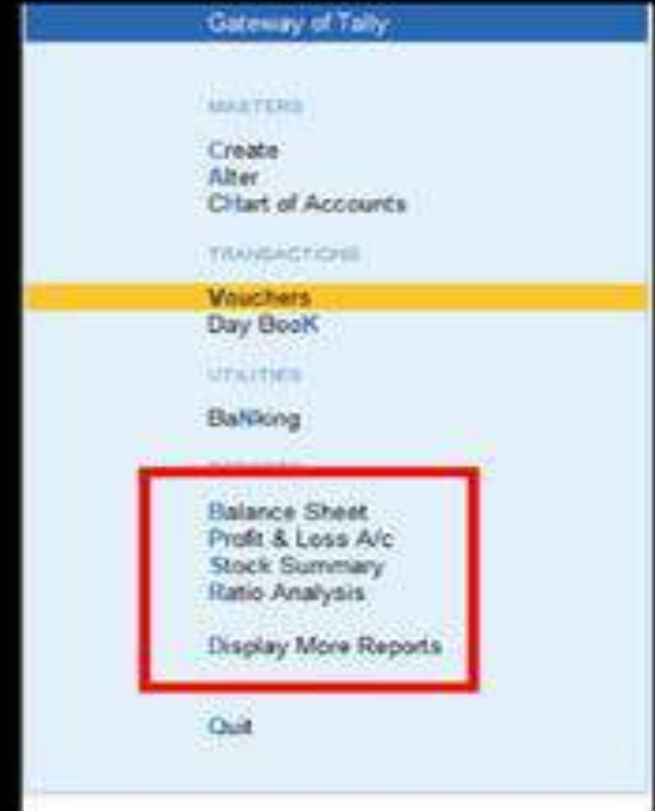
Delete Transactions

1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y.

TallyPrime Features for Viewing Reports

To open Balance Sheet and other Reports

Go to Gateway of Tally > Balance Sheet
or use Alt+G (Go To) > Balance Sheet or
any other reports.



UNDERTAKING FROM STUDENT

To,
The Branch Manager/ Manager (HR),
Pandurang 2, Pujwadi
Kondhampur (Place)

Subject: Undertaking

Respected Madam / Sir,
I am a student of Arts, Commerce & Science College. I am
studying in semester VI of T.Y.B.Com. I am going to join your esteemed
organisation for my sixty hours internship programme during ----
to -----.

I assure that I will follow all the rules and instruction issued by you
and 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, Sahil Chougale
(Name & signature of the student)

Date: 20/07/2024

Place: Kondhampur

UNDERTAKING FROM STUDENT

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

To,

The Principal,

Arts, Science and Commerce College Khedshivapur

Subject: Undertaking ...

Respected Madam / Sir,

I am studying in semester V & VI of T.Y.B.Com. I am going to join

Shree (Name of the organisation) for my sixty hours internship programme during 24/4/24 to 24/5/24.

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

Thank you.

Yours obediently,

(Name & Signature of parent)

Date:

(Name & signature of the student)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Sir/Madam,

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

Thank you.

Coordinator – Internship Programme

Internship Programme Feedback Form

Sr. No.	Particulars	Details
1	Name of the Supervisor / Officer	_____
2	Department	_____
3	Designation	_____
4	Name of the Student	_____
5	Name of the College	_____
6	Roll Number	_____
7	Special Subject	Banking & Finance

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

Sr. No.	Parameter for Feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1	Domain Knowledge		<input checked="" type="checkbox"/>			
2	Communication Skills			<input checked="" type="checkbox"/>		
3	Punctuality & 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	✓		
13	Work habits		✓	
14	Honest & Integrity		✓	
15	Creativity		✓	

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

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

1. _____
2. _____
3. _____
4. _____

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

1. _____
2. _____
3. _____
4. _____

Name of the Supervisor / Reviewing Officer:

Designation:

Signature: *Kondharpur*

Place of Review: *Kondharpur*

Date of Review: *21/5/24*

Company / Organization Name: *Sagar Pravidan Stone*

Address: *Aft Post Kondharpur*

Tal: Hoshiarpur

near shivdurga vedant ashram

Company / Organization round seal

stamps

STUDENT FEEDBACK FORM

1. Name of the Student : Charafte Sahil Dhannaraj
2. Class : B.Com
3. Roll Number : 117
4. Present Address : 117, Post Pallekud, e
5. Contact Number : 9645298203
6. Email ID : Sahil3600@gmail.com

Please provide your rating about following aspect pertaining to your internship Experience on the scale of 10; where 10 means strongly agree 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.	10
4	My supervisor / officer was very cooperative and supportive.	10
5	I found my task interesting and worth learning.	10
6	My supervisor / officer addressed to my queries / doubts quickly.	10
7	I received due respect from my colleagues in the organization.	9
8	The contents of the syllabus match with the practical work.	6
9	The knowledge that I gained in the college was useful carry out internship programme in a satisfactory manner.	7
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).

Name of the Student: Charafte Sahil Dhannaraj

Signature: [Signature]

Date: 3/03/21

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Name of the Student :	Chaghe Sahil Dharmraj
Name of the College :	Art & Commerce Science College Khad- Shivajipur
Division & Roll No. :	
Address :	Alt Rahatwade Tal: Mandli Dist: Pune
Contact No. :	
Email ID. :	
Special Subject :	Banking & Finance
Internship Start Date :	21/04/24
Internship End Date :	21/05/24

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Student
	From	To				
21/04/24	9:00	5:00	8	Tally Clerk	Shrinivas	Sahil
22/04/24	9:00	5:00	8	Tally Clerk	Shrinivas	Sahil
23/04/24	9:00	5:00	8	Tally Clerk	Shrinivas	Sahil
24/04/24	9:00	5:00	8	Tally Clerk	Shrinivas	Sahil
25/04/24	9:00	5:00	8	Tally Clerk	Shrinivas	Sahil

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Student
	From	To				
26/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
27/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
28/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
29/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
30/04	9				Shrinivas	Sahil
30/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
1/05/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
2/05/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
Total Hours						

Certified that Changle Sahil Thammraj
the internship programme assigned to him.

(Name of Student) has satisfactorily completed

Pandey M
Name & Signature of
Supervisor

Sahil
Name &
Signature of
Manager

संगर प्रोजेक्ट स्टोअर्स करिता
प्रोप्रायटर
Name Signature of
Section Incharge
Shrinivas



Thank You



SKYLARK
FOUNDATION
EST. 2000

SKYLARK FAUNDATION (SINC-
2000)

ARTS,COMMERCE &
SCIENCE COLLEGE
Khed Shivapur – 412205



SUBJECT NAME :- Banking & Finance (SEM – 6)

- TEACHER NAME :- KAJAL MAM

SKYLARK FAUNDATION (SINC-2000)

STUDENT NAME :- Shrinivas pandurang mujumale

Roll No. :-

STD. :- T.Y.B.COM

YEAR. :- 2023-2024

**SKYLARK FOUNDATION (SINCE-2000)
ARTS, COMMERCE &
SCIENCE COLLEGE**

CERTIFICATE

**This Is To Certify That Mr Shrinivas pandurang mujumale.A
Student Of T.Y.B.COM Class, Roll No 01 University Exam . Seat
No 0000 Has Successfully Completed Tally Prime Software
Practical's Of The Subject Banking & Finance – I As Per Syllabus
laid Down By The Savitribai Phule University.Pune During The
Academic Year 2019-2020**

Date:-

Internal Examiner

Head Of Department

Internal Examiner

Principal



ARTS,COMMERCE &
SCIENCE COLLEGE

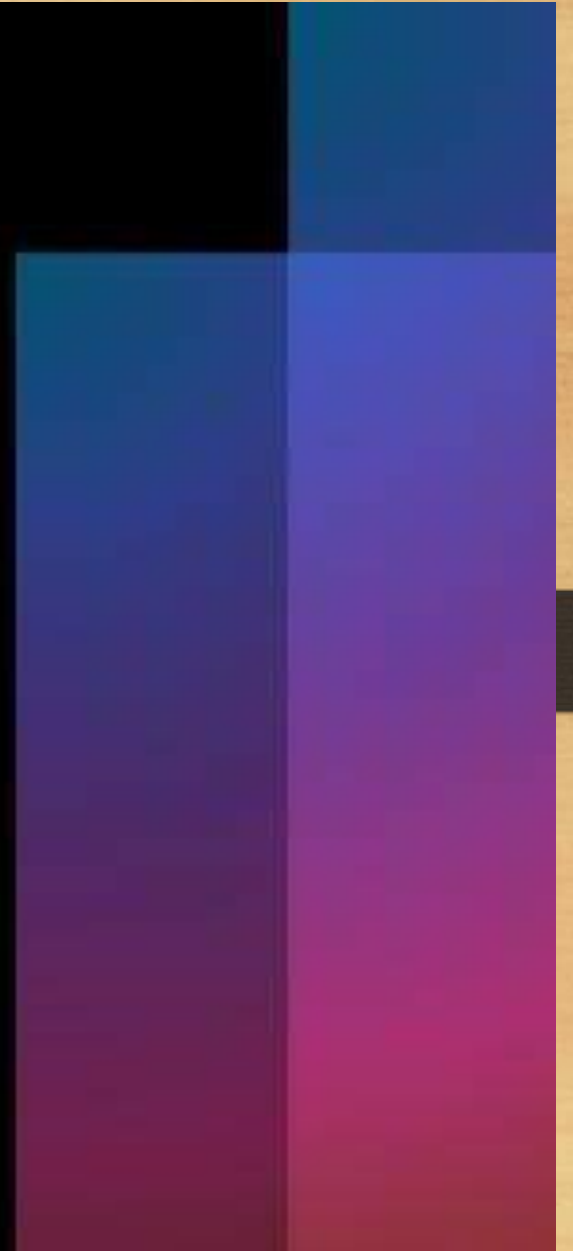


- **TALLY PRIME**
SOFTWARE



TALLY PRIME

(An Accounting Software)



What is accounting software?

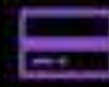
It is a system that automatically carries out “Mechanical Activities” in accounting process. Accounting being the backbone of any business, accounting software becomes the most important part of office automation activities.



Accounting process includes following seven activities



Understanding the transaction (Details of transaction)



Journal / Voucher Entry (Debiting and Crediting of Accounts)



Ledger Posting (Posting entries into individual ledgers)



Balancing of Ledger Accounts (DR & CR Balances in the accounts)



Trial Balance (List of DR & CR Balances for checking arithmetical accuracy & cursory glance)



Profit & Loss Account (Income reduced by Expenses)



Balance Sheet (Statement of Assets and Liabilities)

Accounting process includes following seven activities



Understanding the transaction (Details of transaction)



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Profit & Loss Account (Income reduced by Expenses)



Balance Sheet (Statement of Assets and Liabilities)

Why accounting software needed?

In case of manual accounting, all the seven activities are carried out by human beings, i.e. accountants. But in case of accounting software, out of the above seven activities, following two activities only are performed by human beings, i.e.

1. ☐ Understanding the Transactions
2. ☐ Voucher Entry

Remaining five activities, i.e.

1. ☐ Posting,
2. ☐ Balancing,
3. ☐ Trial Balance
4. ☐ Profit & Loss Account
5. ☐ Balance Sheet

are performed by software automatically. In some special cases, even Voucher Entry job can also be assigned to software without any human intervention.



TallyPrime

Introduction of Tally Prime

- Tally Prime is a complete business management software for small and medium business. Tally Prime helps you manage accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on business growth.

Home Screen

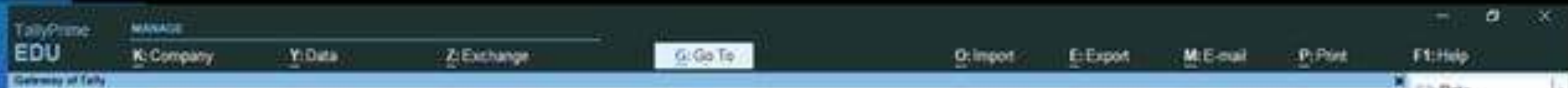
The screenshot displays the TallyPrime Home Screen. At the top, there is a dark green header bar with the TallyPrime logo and 'EDU' on the left, and a navigation menu on the right containing 'Q. Import', 'E. Export', 'M. E-mail', 'P. Print', and 'F1. Help'. Below the header, the main area is divided into two sections. The left section contains a table with the following data:

CURRENT PERIOD	CURRENT DATE
1-Apr-21 to 31-Mar-22	Thursday, 1-Apr-2021
NAME OF COMPANY	DATE OF LAST ENTRY
M/s Evergreen Traders	1-Apr-21

The right section features a 'Gateway of Tally' menu, which is a light blue box with a dark blue header. The menu items are listed as follows:

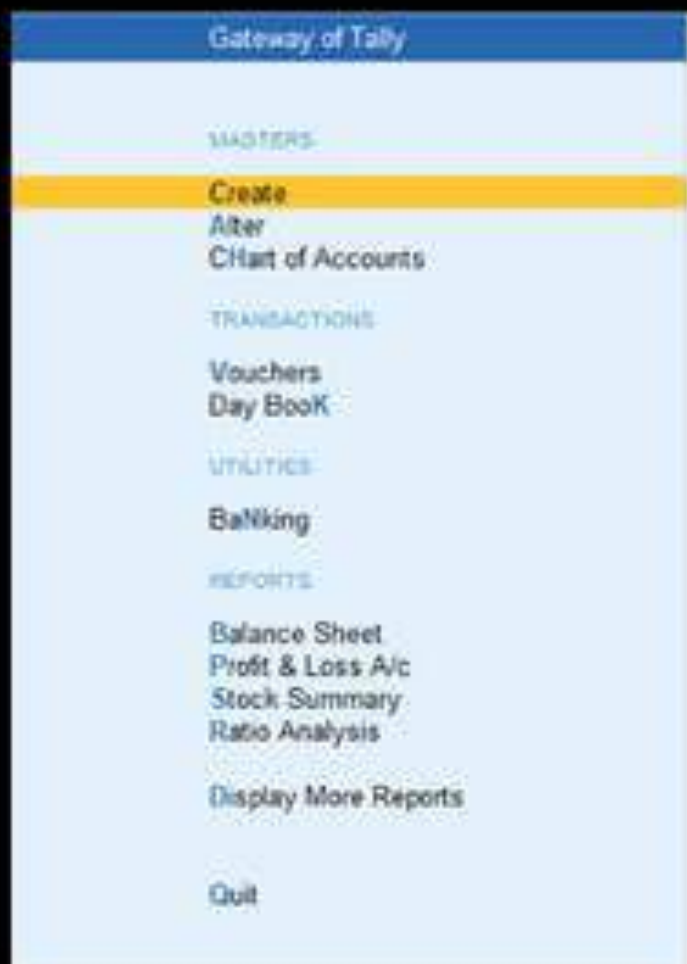
- Gateway of Tally
- Accounting
- Create (highlighted in yellow)
- Edit
- Chart of Accounts
- Financials
- Vouchers
- Day Book
- Utilities
- Banking
- Reports
- Balance Sheet
- Profit & Loss A/c
- Stock Summary
- Ratio Analysis
- Display More Reports
- Quit

On the far right, there is a vertical sidebar with a search icon and two filter buttons: 'F2. Data' and 'F7. Company'.



Top Menu has options to manage your Companies, Tally Prime application, users in your Companies, and your data storage & sharing. This menu and child items in the menu are also accessible from any screen in Tally Prime. Help menu has options to launch Tally Help and to upgrade your application to a newer release of the product. Availability of a newer release is indicated with a red dot notification on the menu name Help.

Gateway of Tally



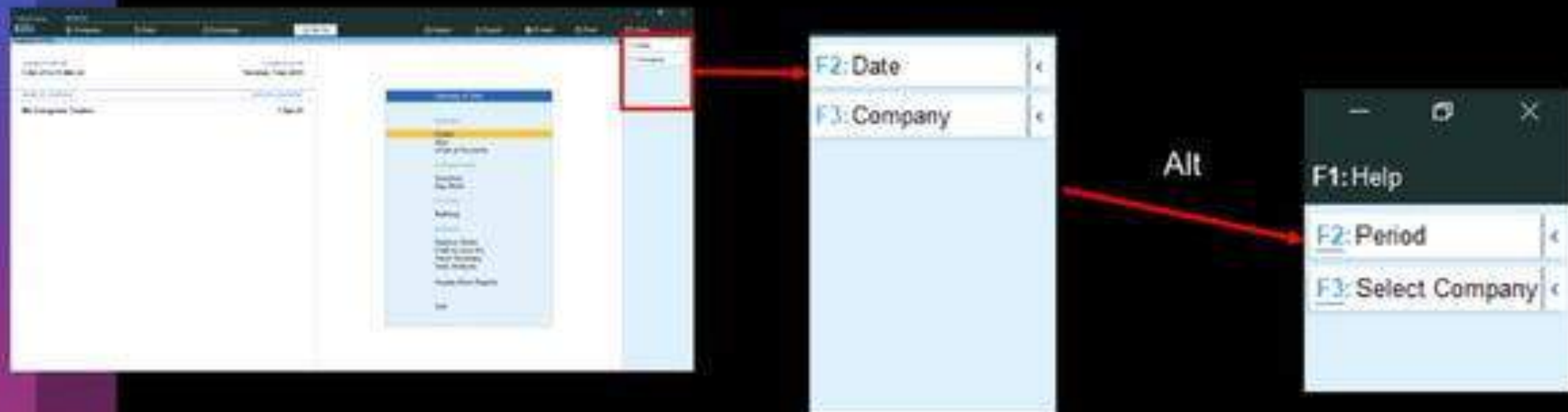
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Options on the main screen of Tally Prime include Masters, Transactions, Utilities, a few Accounting and Financial reports, and an option to view more reports.

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Right Button Bar



Right Button Bar on the home screen of Tally Prime has two buttons F2: Date and F3: Company. On pressing Alt key the options change to F2: Period and F3: Select Company

More about the buttons on the right button bar

F2, F3, F12 options – remain constant on all screens, transactions, masters and reports.

F4 to F10 – each one has a preset but different action in transactions, masters, and reports.

Transactions	Masters	Reports
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F8: Sales	F8	F7
F9: Purchase	F9	F8: Valuation
F10: Other Vouchers	F10: Other Masters	F9
		F10

Tally Prime Data Storage



- Master Data
- Non-Master Data

Voucher Types

List of Voucher Types	
	Create
	Hide Inactive
Accounting Vouchers	
Contra	F4
Credit Note	Alt+F6
Debit Note	Alt+F5
Journal	F7
Memorandum	
Payment	F5
Purchase	F9
Receipt	F6
Reversing Journal	
Sales	F8
Inventory Vouchers	
Delivery Note	Alt+F8
Material In	
Material Out	
Physical Stock	Ctrl+F7
Receipt Note	Alt+F9
Rejections In	Ctrl+F6
Rejections Out	Ctrl+F5
Stock Journal	Alt+F7
Order Vouchers	
Job Work In Order	
Job Work Out Order	
Purchase Order	Ctrl+F9
Sales Order	Ctrl+F8
Payroll Vouchers	
Attendance	
Payroll	Ctrl+F4

You need to activate the Sales Order voucher type.

Activate now?

☒ Yes ☐ No

Inactive voucher can be activated by clicking it and select Yes.

Type of Master Data

Accounting Master Data :

- Ledgers
- Groups
- Cost Centres
- Budgets
- Scenarios
- Voucher Types

Inventory Master Data :

- Stock Items
- Stock Groups
- Units of measure
- Godowns
- Categories
- Reorder Levels
- Voucher Types

Payroll Master Data :

- Employees
- Employee Groups
- Unit (Work)
- Attendance / Production Types
- Pay Heads
- Salary Details
- Voucher Types

Statutory Master Data :

- VAT Classifications
- Service Categories
- TDS Nature of Payments
- Deductee Types
- Income Tax Classifications
- Income Tax Slabs

List of Masters

Change Company

Show Less

Show Inactive

Accounting Masters

Group
Ledger
Currency
Budget
Scenario
Voucher Type
Credit Limits

Inventory Masters

Stock Group
Stock Category
Stock Item
Unit
Location

Payroll Masters

Employee Category
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Payroll Voucher Type

Statutory Details

PAN/CIN Details

Create a Company in TallyPrime

1. Press Alt+K > Create.
2. Alternatively, at the Gateway of Tally, press F3 > Create Company.
3. The Company Creation screen appears.
4. Enter the Company Name.
5. Notice that a few fields are auto-filled. You can change any of these values as needed.
6. Enter the details or verify the auto-filled details.
7. You can change these values later as needed. However, be careful about choosing the Financial year beginning from and Books beginning from dates.



Create Ledgers & Groups

Groups are available in TallyPrime by default to classify the ledgers. There are 28 default Groups, like Bank Accounts, Indirect Expenses, and so on.

Go to Gateway of Tally > Create > Group or Alt+G (Go To) > Create Master > Group.

Ledgers in TallyPrime are similar to the ledgers that you use in the books of accounts. There are two default ledgers – Cash and Profit & Loss A/c.

Go to Gateway of Tally > Create > Ledger or Alt+G (Go To) > Create Master > Ledger.

Gateway of Tally → Create



Create Stock Items, Stock Groups, and Stock Categories

Create Stock Items

Go to Gateway of Tally > Create > Stock Item or press
Alt+G (Go To) > Create Master > Stock Item

Stock Item Creation

Company: National Enterprises

Name (Alias): Jaggery - Square

Under: Jaggery

Units: Kg

Statutory Details:

GST Applicable: ☒ Applicable

Set/Alter GST Details: No

Type of Supply: Goods

Rate of Duty (eg 5): 0

Accept?

Yes or No

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Groups

Go to Gateway of Tally > Create > Stock Group or
Alt+G (Go To) > Create Master > Stock Group

Stock Group Creation	
Name (alias)	: Jaggery Special :
Under	: Jaggery
Should quantities of items be added Set/Alter GST Details	Accept ? Yes or No

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Categories

Go to Gateway of Tally > Create > Stock Category or
Alt+G (Go To) > Create Master > Stock Category

Stock Category Creation	
Name	: Sweeteners
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

Create Units

Create Simple Units

Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit

Unit Creation	
Type	: Simple
Symbol	: Gm
Formal name	: Gram
Unit Quantity Code (UQC)	: GMS-GRAM
Number of decimal places	: 0

Accept ?

Yes or No

Create Units

Create Compound Units

1. Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit.
2. Press Backspace and select Compound if the Type selected is Simple.
3. Enter the Compound Unit as the First unit. For example, Kg.
4. Enter the Conversion factor. For example, 1000.

Unit Creation			
Type	Compound		
Units with Multiplier Factors (example: Kgs of 1000 gms)			
First unit	Conversion	Second unit	Accept ? Yes or No
Kg	of 1,000	Gm	

Alter or Delete Masters

Alter Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master under which the required master exists > select the master you want to alter.
2. Update the details as needed and save.

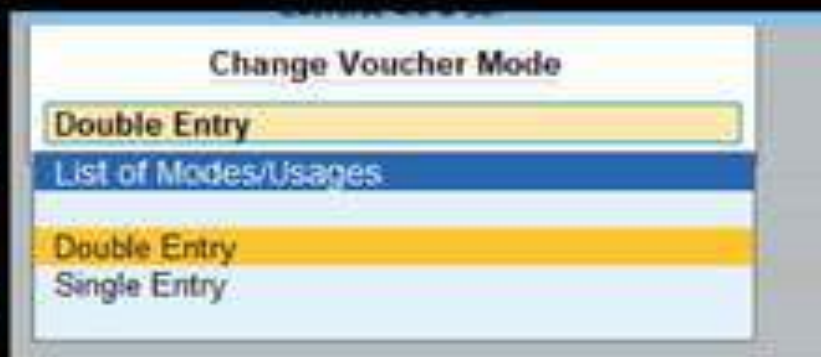
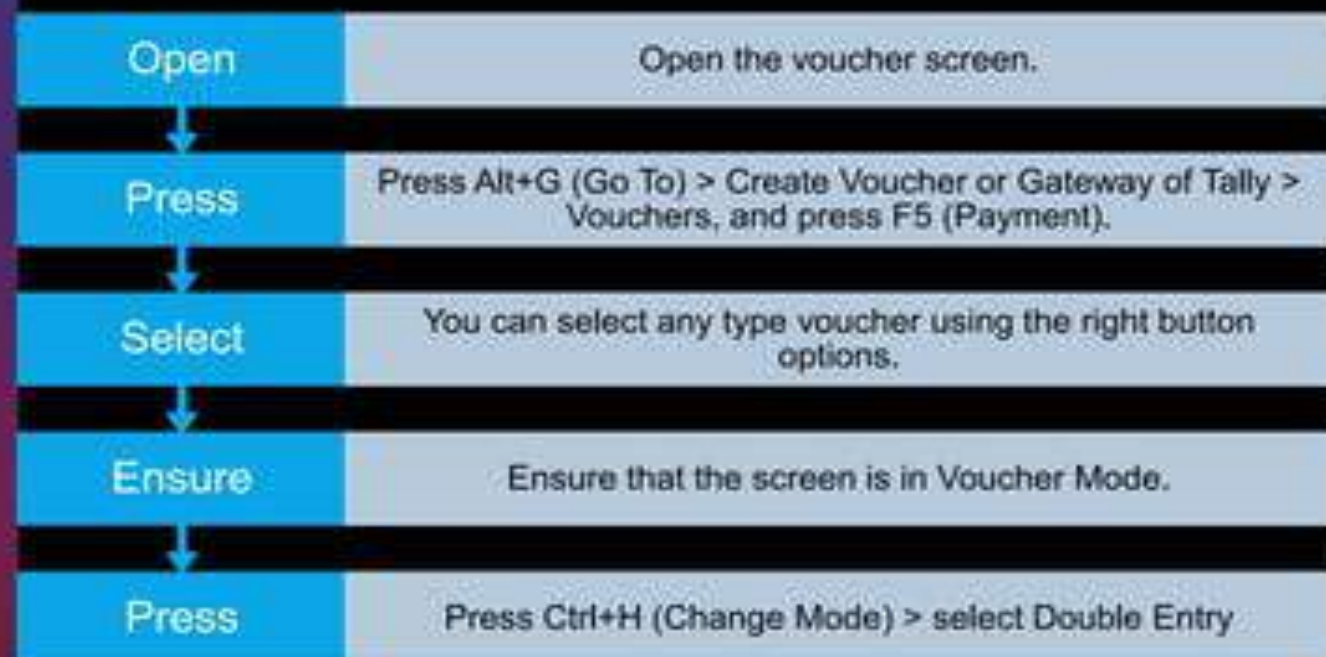
Alter or Delete Masters

Delete Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master
under which the required master exists > select the master you want to delete.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y

Record Transactions in Different Modes | Change Mode

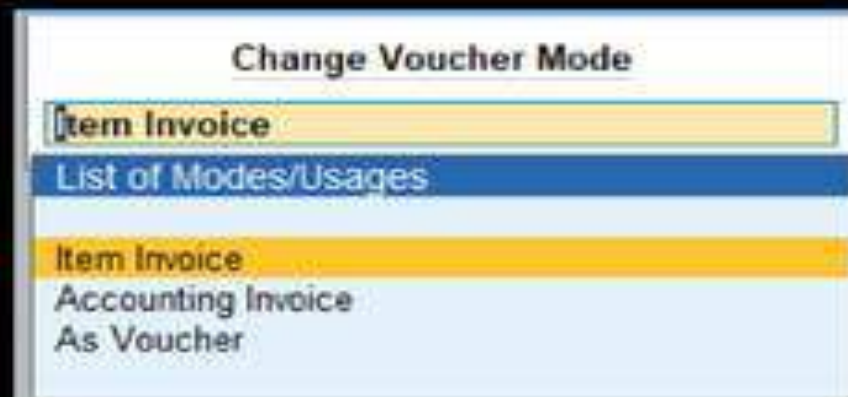
Double Entry/Voucher Mode



Record Transactions in Different Modes | Change Mode

Accounting Invoice /Item Invoice Mode

1. Open the voucher screen.
2. Press Alt+G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F8 (Sales).
3. You can select any type of voucher using the right button options.
4. Ensure that the screen is in Accounting Invoice Mode.
5. Press Ctrl+H (Change Mode) > select Accounting Invoice Mode/Item Invoice



Alter or Delete Transactions

Alter Transactions

1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.

Alternatively, you can open any report that shows the required voucher, drill down to the voucher and alter it.

2. Update the details as needed and save.

Alter or Delete Transactions

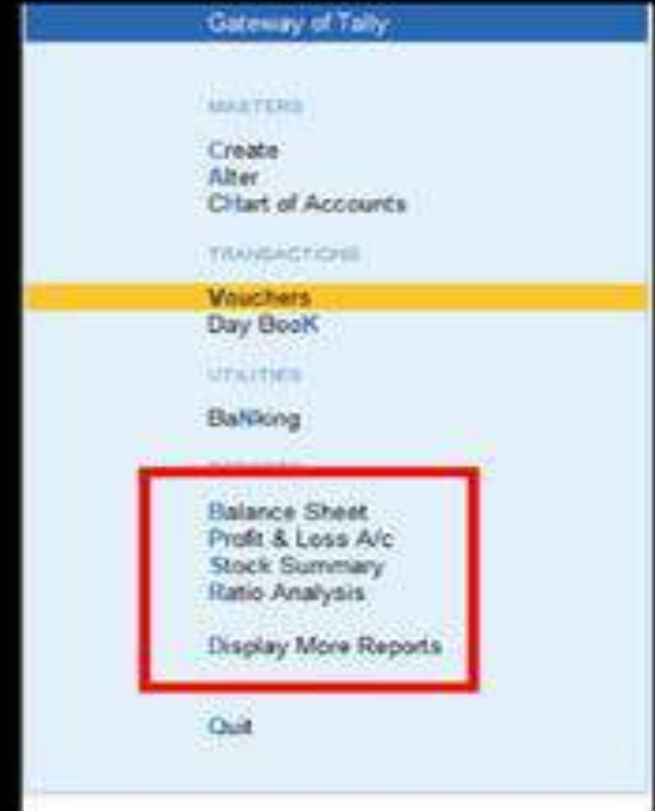
Delete Transactions

1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y.

TallyPrime Features for Viewing Reports

To open Balance Sheet and other Reports

Go to Gateway of Tally > Balance Sheet
or use Alt+G (Go To) > Balance Sheet or
any other reports.





Thank You

UNDERTAKING FROM STUDENT

To,
The Branch Manager / Manager (HR),
Sagar Store
Mandhapur (Place)

Subject: Undertaking

Respected Madam / Sir,
I am a student of ~~Arts, Commerce & Science~~ College. I am studying in semester VI of T.V.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during to ~~July & Aug~~

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, *Shraddha Pandurang Mujumale*
(Name & signature of the student)

Date: 2/05/24

Place: Mandhapur

UNDERTAKING FROM STUDENT

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

To,

The Principal,

Arts, Science and Commerce College Khedshivapur

Subject: Undertaking ...

Respected Madam / Sir,

I am studying in semester V & VI of T.Y.B.Com. I am going to join ~~-----~~
Pigeon (Name of the organisation) for my sixty hours internship
programme during 21.09.24 to 21.07.24

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.

Yours obediently,

(Name & Signature of parent)

Date: 21.09.24

(Name & signature of the student)

Shrinivas

1.1	Setting full potential at work	1	2				
1.2	Work habits						
1.3	Honesty & Integrity						
1.4	Creativity						

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

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

1. _____

2. _____

3. _____

4. _____

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

1. _____

2. _____

3. _____

4. _____

Name of the Supervisor / Hosting Officer:

Designation: Assistant S. Professor

Signature: [Signature]

Place of Review: Kanadhapur

Date of Review: 12/05/24

Company / Organization Name: Sagar Stone

Address: Kanadhapur

Company / Organization (With logo and contact address)

FEEDBACK FROM INTERSHIP PROVIDER ORGANISATION

Dear Sir/Madam,

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	<u>Dr. Jeyaraj M.</u>
2	Department	<u>IT</u>
3	Designation	<u>Assistant Professor</u>
4	Name of the Student	<u>Shravan Kumar</u>
5	Name of the College	<u>Kanadhapur</u>
6	Roll Number	<u>120502001</u>
7	Special Subject	<u>Computer Graphics</u>

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

Sr. No.	Parameter for Feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1	Domain Knowledge		<input checked="" type="checkbox"/>			
2	Communication Skills		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Punctuality & Dedication				<input checked="" type="checkbox"/>	
4	Ability to work in teams			<input checked="" type="checkbox"/>	<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"/>			

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Student
	From	To				
21/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
22/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
23/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
24/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
25/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
26/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
27/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
28/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
29/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
30/04/24	7.00	4.00	3.	Tally work	Chaitanya	Shrinivas
Total Hours						

Certified that Shrinivas Pandurang Mujumdar (Name of Student) has satisfactorily completed the internship programme assigned to him.

Chaitanya
Name & Signature of
Supervisor

Chaitanya
Name &
Signature of
Manager

सागर प्रोव्हीजन स्टोअर्स करिता
Chaitanya
Name Signature of प्रोप्रायटर
Section Incharge

**SKYLARK FOUNDATION'S
ARTS, COMMERCE & SCIENCE COLLEGE ,
KHED-SHIVAPUR**

**DEPARTMENT OF COMMERCE
INTERSHIP PROGRAM
(2023-2024)
THIRD YEAR B.COM.
(SEMESTER – VI)
UNDER CHOICE BASED CREDIT SYSTEM
(DURATION 60 HOURS)
SUBJECT : - BANKING & FINANCE**

**SKYLARK FOUNDATION'S
ARTS, COMMERCE & SCIENCE COLLEGE ,
KHED-SHIVAPUR**

TYBCOM-2019 CREDIT PATTERN SEM – VI

INTERNSHIP REPORT

STUDENT NAME -: CHAUGULE SHRADDHA VISHWAMBHAR

SEAT NO-: 50738

SUBJECT-: BANKING AND FINANCE

SUB.TEACHER -: Prof . Kajal Madam

NAME OF THE FIRM -: M/S AVINASHA ASSOCIATES (CA FIRM)

Name -: Shraddha Vishwambhar Chaugule

Roll No -: 05

Guided -: prof kajal Madam

CA Firm -: M/S Avinash Associates

Chartered Accountant

INDEX

Sr No	contanet
1	Name of the organization
2	List of content learn
3	Allocation of 60 hours
4	List of the officers & staff members
5	List of content learn
6	Work profile
7	Actual work performed
8	List of skills learnt
9	List of problem faced
10	How the problem were addressed
11	List of contribution made toward better functioning the organization.
12	List of the skill required to perform the assigned task
13	Opinion of the student

INDRODUCTION OF THE ORGANIZATION

NAME -:M/S AVINASH ASSOCIATES
CHARTERED ACCOUNTANT

ADDRESS -: VIKASNAGAR ,DEHU-ROAD ,
KIWALE , PUNE.
MAHARASHTRA,412101.

CONTACT NO - : 770925663

EMAIL ID -: caavinash2007@gamil.com

FIRM DETAILS

NAME -:M/S AVINASH ASSOCIATES
 CHARTERED ACCOUNTANT

ADDRESS -: VIKASNAGAR ,DEHU-ROAD ,
 KIWALE , PUNE.
 MAHARASHTRA,412101.

ESTABLISHMENT -: 2016

CONTACT NO - : 770925663

AREA OF INTERNSHIP

CORE AREA -: BANKING & FINANCE

SPECIAL AREA -: ACCOUNTING

ALLOCATION OF 60 HOURS

- ❖ STRAT DATE -:1 March 2024
- ❖ WORKING HOURS -:60
- ❖ END DATE -:31st March 2024

LIST OF THE OFFICERS AND THE STAFF MEMBERS

SR.N O	NAME OF OFFICER/STAFF	DESIGNATION	MOBILE NO
1	CA .Mr. Avinash Suresh Gaikwad	Owner	9766753287
2	Miss. Mona Avinash Gaikwad	HR Manager	8983612558
3	Mr. Ganesh Ingale	Sr. Account Executive	9970786689
4	Mr.Sandeep Phasge	Trainee in Account & Finance	976364317
5	Miss.Rubina Shaikh	Trainee	7385805060
6	Mr. Riyaz Shaikh	Trainee	9359441240

LIST OF CONTENT LEARN

- ☐ Tally ERP 9
- ☐ Excel work
- ☐ GST Concepts
- ☐ Paper Feeling Work
- ☐ Account Types
- ☐ Balance sheet Work

WORK PROFILE

Work profile assigned during the Internship program

- All Accounting
- Payment Entry
- Receipt Entry
- Sales Bills Accounting
- Purchase Bills Accounting

PRE ACQUIRED SOFT SKILLS

Soft skills are acquired before joining internship this may be Helpful for internship program .

- Social etiquettes & manners
- Mobile manners
- Effective communication
- Listening skills
- Reporting skills
- Group discussion skills
- Official communications
- interview skills etc.....
- Client discussion etc.....

With these skills computer skills are possessed.

ACTUAL WORK PERFORMED

- ❖ Bank accounting in tally software
- ❖ Sales bills accounting in tally software
- ❖ Purchase bills accounting in tally software
- ❖ Ledger creation in tally
- ❖ Sales bill working in Excel sheet
- ❖ Purchase bills working in Excel sheet
- ❖ Client data update in worksheet
- ❖ Client collate documents and information

LIST OF SKILLS LEARNT

- ☐ LEDGER CREATION IN TALLY
- ☐ BANK ENTRY IN TALLY
- ☐ SALES BILL ENTRY IN TALLY
- ☐ PURCHASE BILL ENTRY IN TALLY
- ☐ EXCEL WORKING
- ☐ GST DOCUMENT PERPRETION
- ☐ TALLY ERP OPERATING

PRIMARY DISCUSSION WITH ANY OFFICER/AUTHORITY OF ORGANISATION

- Area Of Work
- Job Description
- Duration
- Timing
- Nature of Work
- Job Profile Etc.

OBJECTIVE OF THE INTERNSHIP PROGRAM

- To receive valuable work experience.
- To explore career path.
- To learn various skills that required to corporate
- To make place in job market .
- To earn credits as per the university guideline
- To understand the responsibility, accountability

SKILL THAT IS PLANNING TO ACQUIRE DURING INTERNSHIP PROGRAMME

List of the skills that is planning to acquire during internship.

Regulation / punctuality of me soft skills

Inclination to learn new things

Ability to put theory into practice

Ability to take initiative for problem solving.

PRIMARY DISCUSSION WITH ANY OFFICER/ AUTHORITY OF ORGANISATION

- Area of work
- Job description
- Duration
- Timing
- Nature of work
- Job profile etc....

PROBLEMS FACED WHILE PERFORMING THE ASSIGNED TASK

- Unknown about the concept
- Computer operating
- Computer typing
- Spelling mistake
- Communication
- Calculation
- Excel working

LIST OF CONTENT LEARNT

- ☐ LEDGER CREATION IN TALLY
- ☐ BANK ENTRY IN TALLY
- ☐ SALES BILL ENTRY IN TALLY
- ☐ PURCHASE BILL ENTRY IN TALLY
- ☐ EXCEL WORKING
- ☐ GST DOCUMENT PERPRETION
- ☐ TALLY ERP OPERATING

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

The internship program me will provide valuable
Work experience.

It will help to explore a career path and
Develop and refine skills that will
Eventually give an edge in the
Job market.

First page of Tally

Tally ERP 9

File Edit View Settings TallyShop Language Keyboard Control Centre Support Centre Help

Gateway of Tally

Current Period: 1-4-2022 to 21-3-2022

Current Date: Monday, 4 Mar, 2024

Words of Company: Sandeep Hotel & Chinese Restaurant

State of Tally Entry: 4 Mar 2022

Gateway of Tally

- Masters
 - Accounts Setup
- Transaction
 - Accounting Voucher
- Utilities
 - Input Data
 - Banking
- Reports
 - Balance Sheet
 - Profit & Loss A/c
 - Ratio Analysis
 - Books
 - MIS Account Finding
 - Quit

Tally ERP 9

Version & Upgrade: Series A Release 6.4.2, Series A Release 6.4.3 Available

License & Support: Serial Number: 205193649 Gold, TSS activated on: 30-Apr-2019, Account Id: papulaw_2007@rediffmail.com

Configuration: Gateway, DESKTOP: F99BY28:9999, ODBC Server

Copyright: © 1994-2022 Tally Software Pvt. Ltd.

Tally ERP 9.00

12/3/22

Payment Entry in Tally

Accounting Voucher Alteration (Secondary)		Aarya Catering Services		Ctrl + M
Payment No. 1		30-Apr-2023		Sunday
Particulars	Debit	Credit		
Dr Aarnat Diwane Cur Bal: 1,584.00 Dr	1,584.00			
Cr HDFC Bank Cur Bal: 40,193.63 Dr		1,584.00		
Narration: Being form payment		1,584.00	1,584.00	

G: Quit A: Accept D: Delete X: Cancel Ctrl + N

Receipt Entry in Tally

[illegible]

Journal Entry in Tally

Accounting Voucher Alteration (Secondary)		Sandeep Hotel & Chheda		20.04.2024	
Voucher No: 28		20.04.2024		20.04.2024	
PARTICULARS		Debit		Credit	
Dr. New Bundel Technology		28,731.28			
On Acc. 8,89.00					
Cr. Debit				28,731.28	
On Acc. 3,44,995.50					
Narrative		28,731.28		28,731.28	

Sales Bill Entry

P: Print		E: Export		M: E-Mail		U: Upload		S: TallyShop		G: Language		K: Keyboard		C: Control Centre		J: Support Centre		H: Help		F1: Accounting Vouchers					
Accounting Voucher Alteration (Secondary)										Sandeep Hotel & Chinese16-17										Ctrl + H		F2: Inventory Vouchers			
Sales		No. 21																		20 Feb 2024		F2: Date			
Reference no.: 21																				Thursday		F3: Company			
Party A/c name: Consumer																						F4: Contra			
Current balance: 3,44,966.93 Dr																						F5: Payment			
Particulars																						F6: Receipt			
																						F7: Journal			
																						F8: Sales			
																						F9: Credit Note			
																						F9: Purchase			
																						F9: Debt Note			
																						F9B: Reversing Journal			
																						F9B: Memo			
																						S: Stock Query			
																						A: Tax Analyst			
																						S: Item Invoice			
																						Y: As Voucher			
																						J: Post-Dated			
																						L: Optional			
Narration:																						F11: Features			
																						F12: Configure			
Quit		Accept		Delete		Cancel																			
Tally M&M -> Gateway of Tally -> F6: Stock Menu -> Account Books -> Sales Register -> Voucher Register -> Alteration V.																				(C) Tally Solutions Pvt Ltd. 1488-2018		Thu 4 Jan 2024		14:25:25	

Purchase Bill Entry

Tally.ERP 9

Print Export E-Mail Upload TallyShop Language Keyboard Control Centre Support Centre Help

Accounting Voucher Alteration (Secondary) Sandeep Hotel & Chinese 16-17

Purchase No. 111
Supplier invoice no. PDR2324-45775234 Date: 1-Feb-2024

Party A/c name: PHONEPE PRIVATE LIMITED
Current balance: 6,851.59 Cr

Ctrl + M 1-Feb-2024 Thursday

Particulars	Rate	per	Amount
Commission Charges			399.00
IGST	18 %		71.82
			470.82

Narration: As per GSTR2B

Quit Accept Delete Cancel

Ctrl + B

Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Purchase Register --> Voucher Register --> Accounting...

© Tally Solutions Pvt Ltd., 1988-2018 Thu, 4 Apr, 2024 14:48:28

- F1: Accounting Vouchers
- F2: Secondary Vouchers
- F3: Date
- F4: Company
- F5: Contra
- F6: Payment
- F7: Receipt
- F8: Journal
- F9: Sales
- F10: Credit Note
- F11: Purchase
- F12: Debit Note
- F13: Reversing Journal
- F14: Memo
- F15: Stock Query
- F16: Tax Analysis
- F17: Item Issues
- F18: As Voucher
- F19: Post-Dated
- F20: Optional
- F21: Features
- F22: Configure

Excel Working

[illegible]

UNDERTAKING FROM STUDENT

1. Name of the Student: Shradha Vishwambhar Chaugule
2. Class: T.Y.B.Com.
3. Division and Roll Number: 05
4. Present address: Shivapur Wada - Khed-Shivapur
5. Permanent address:
6. Contact Number: 8805033440
7. Contact Number (Parent): 9011425921
8. Email ID: ShradhaChaugule31579@gmail.com

To,

The Principal,

Arts, Science and Commerce College Khedshivapur

Subject: Undertaking ...

Respected Madam / Sir,

I am studying in semester V & VI of T.Y.B.Com. I am going to join Bussesh Associates (Name of the organisation) for my sixty hours internship programme during 12-02-2024 to 20-03-2024

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

Thank you.

Yours obediently,

V. Chaugule
(Name & Signature of parent)

Date: 31/5/2024

Shradha Chaugule
(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,

The Branch Manager / Manager (HR),

Ganesh Institute

Chennai Road (Place)

Subject: Undertaking

Respected Madam / Sir,

I am a student of BA LL.B. Semester VI 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 1st week of July to 30th July 2024.

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

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

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

Thank you.

Yours sincerely,

(Name & signature of the student)

Date: 03/07/24

Place: Chennai Road

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Sir/Madam,

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	Shri. R. B. Singh
2	Department	Accountant
3	Designation	Accountant
4	Name of the Student	Shankar Chaturvedi
5	Name of the College	
6	Roll Number	
7	Special Subject	

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

Sr. No.	Parameter for Feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1	Domain Knowledge		<input checked="" type="checkbox"/>			
2	Communication Skills			<input checked="" type="checkbox"/>		
3	Punctuality & Dedication		<input checked="" type="checkbox"/>	<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		✓			
13	Work habits		✓			
14	Honest & Integrity		✓			
15	Creativity	✓				

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

.....

.....

.....

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

1.
2.
3.
4.

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

1.
2.
3.
4.

Name of the Supervisor / Reviewing Officer: *Rubina Ayub Shaikh*

Designation: *Accounts*

Signature: *Rubina Shaikh*

Place of Review: *Dahur road*

Date of Review: *31/05/2024*

Company / Organization Name:

Address:



Company / Organization round seal

STUDENT FEEDBACK FORM

1. Name of the Student : Shraddha Vishwambhar Chaugule
2. Class : T.Y. B.com
3. Roll Number : 05
4. Present Address : Wheal - Shivapur
5. Contact Number : 8865032640
6. Email ID : Shraddha.chaugule311577@gmail.com

Please provide your rating about following aspect pertaining to your internship Experience on the scale of 10; where 10 means strongly agree 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.	10
4	My supervisor / officer was very cooperative and supportive.	10
5	I found my task interesting and worth learning.	10
6	My supervisor / officer addressed to my queries / doubts quickly.	10
7	I received due respect from my colleagues in the organization.	10
8	The contents of the syllabus match with the practical work.	10
9	The knowledge that I gained in the college was useful 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. _____

LOG SHEET OF WORK PERFORMED DURING INTERSHIP

Name of the Student :	Shradha Vishwambhar Chougale
Name of the College :	DACT Commerce and Science College Ward - Shivajinagar - 41
Division & Roll No. :	89
Address :	Ward - Shivajinagar
Contact No. :	8005033640
Email ID. :	shradha.chougale211527@gmail.com
Special Subject :	Accounting and Finance
Internship Start Date :	1 March 2024
Internship End Date :	31 March 2024

LOG SHEET OF WORK PERFORMED DURING INTERSHIP

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Student
	From	To				
18.12.2024	12	2	2	Introduction of the Organisation	Shradha Chougale	Shradha Chougale
21.12.2024	12	2	2	Introduction of Tally	Shradha Chougale	Shradha Chougale
28.12.2024	10	3	3	Payment and Receipt Entry in Tally	Shradha Chougale	Shradha Chougale

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Stoker
	From	To				
01/3/2024	12	2	2	Bank statement	Chauhan	Shukla
02/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
03/3/2024	11	1.30	2.30	Excel working	Chauhan	Shukla
04/3/2024	12	1	1	Excel working	Chauhan	Shukla
05/3/2024	11	1	2	Bank statement	Chauhan	Shukla
06/3/2024	12	2	2	Bank statement	Chauhan	Shukla
07/3/2024	12	3	3	Bank statement	Chauhan	Shukla
08/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
09/3/2024	11	1.30	2.30	Excel working	Chauhan	Shukla
10/3/2024	12	2	2	Excel working	Chauhan	Shukla
11/3/2024	11	2.30	3.30	Bank statement	Chauhan	Shukla
12/3/2024	12	2	2	Excel working	Chauhan	Shukla
13/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
14/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
15/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
16/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
17/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
18/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
19/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
20/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
21/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
22/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
23/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
24/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
25/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
26/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
27/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
28/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
29/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
30/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla
31/3/2024	12	2.30	2.30	Bank statement	Chauhan	Shukla

CA AVINASH GAIKWAD

**M/s Avinash Associates
Chartered Accountants**



Survey No. 48, Opp. Moneji Bhargava, Vikramgarh Dehruwad, Pune 412201
Bldg. Flat No. 101, Sat Capital Survey No. 48/1/2, Dange/Wadi, Opp. Sangam Park Vikramgarh, Kivale, Dehruwad,
Pune
E-mail: pavinash2007@gmail.com OR +91-9770028443

TO,
THE PRINCIPAL
ARTS, COMMERCE & SCIENCE COLLEGE KHED-SHIVAPUR:

SUBJECT -: INTERNSHIP COMPLETION CERTIFICATE.....

DEAR SIR/MADAM,

I am happy to inform you that following student of your college have successfully completed the Sixty hours Internship programme in M/S Avinash Associates in Dehu - Road, in this firm.

Sr. No.	NAME OF THE STUDENT	ROLL NO	AADHAR NO	SPECIAL SUBJECT
1	CHAUDHURI SHRAADDHA VISHWAMBHAR	05	302763661300	BANKING & FINANCE

THESE STUDENT HAVE BEEN PROVIDED WITH ADEQUATE EXPOSURE AND NECESSARY HANDS ON TRAINING PER TRAINING TO THEIR SPECIAL SUBJECT.

I AM CONFIDENT THAT THESE STUDENT WILL PERFORM EFFECTIVELY IN SIMILAR TYPE OF ORGANIZATION.

I WISH THEM EVERY SUCCESS IN FUTURE ENDEAVORS.

THANK YOU.

DATE -03/05/2024

SINCERELY,



M/S AVINASH ASSOCIATES
Dehruwad, Pune

The image shows a presentation slide with a light brown wood-grain background. A white rectangular frame is centered on the slide. Inside this frame is a large, solid green oval. The words "Thank you" are written in a pink, serif font across the middle of the green oval. On the left and right sides of the white frame, there are dark brown horizontal bars that look like binder rings or clips.

Thank you