



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 FOUNDATION (SINC-
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



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)

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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.

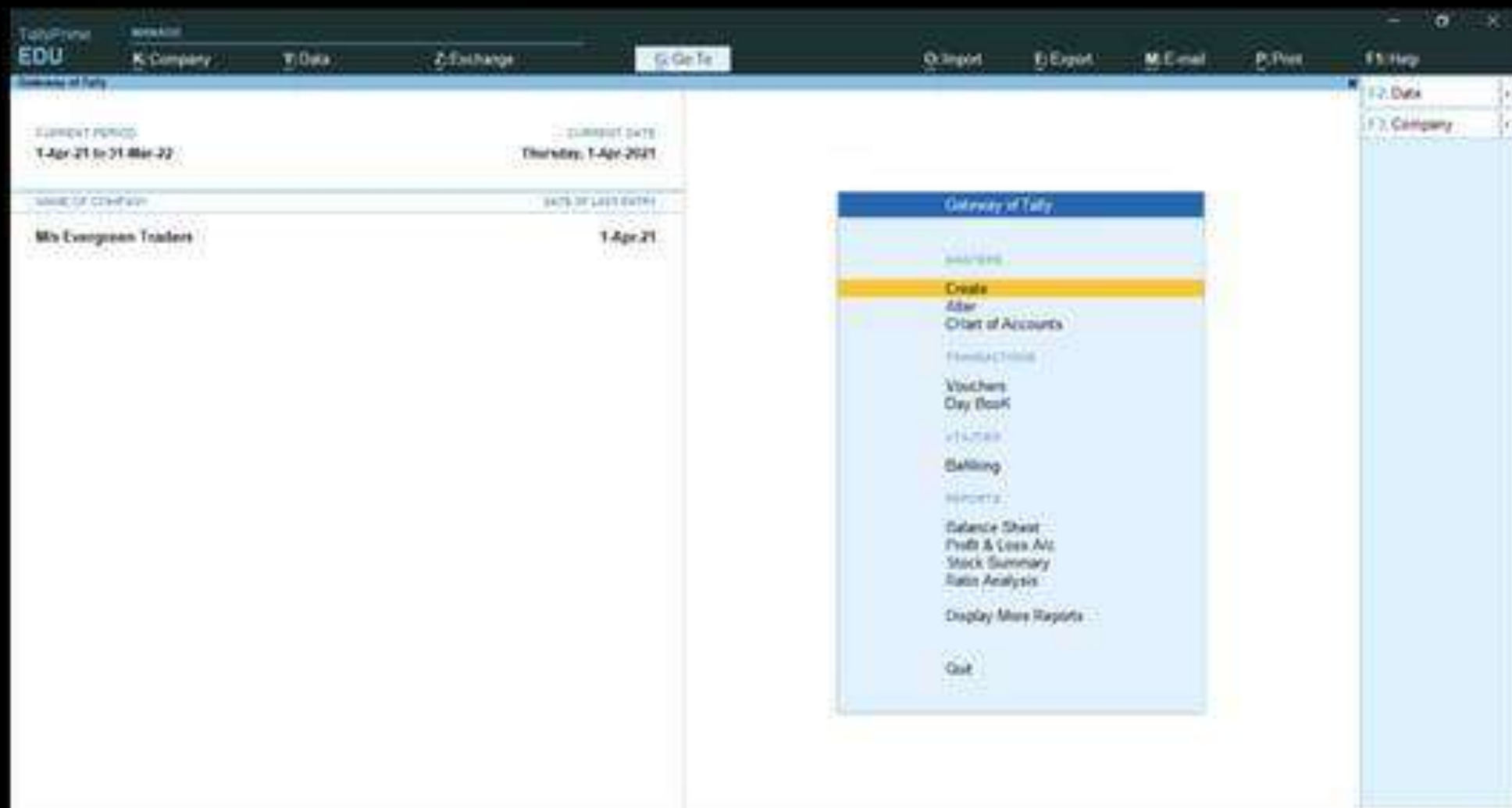


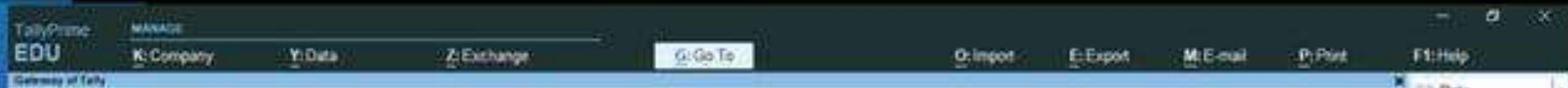
TallyPrime

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.

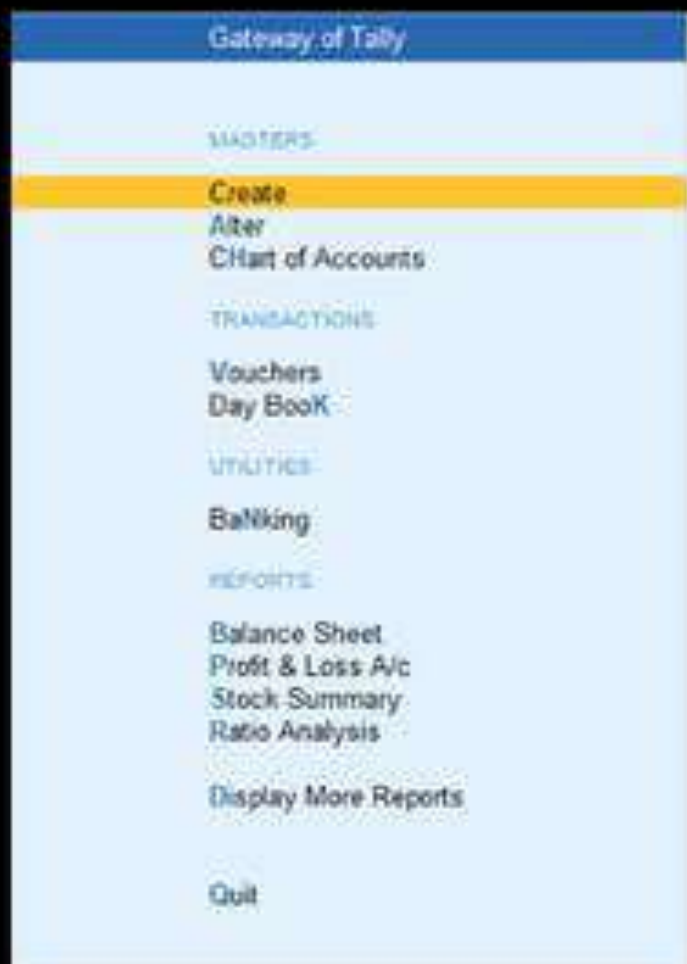
Home Screen





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



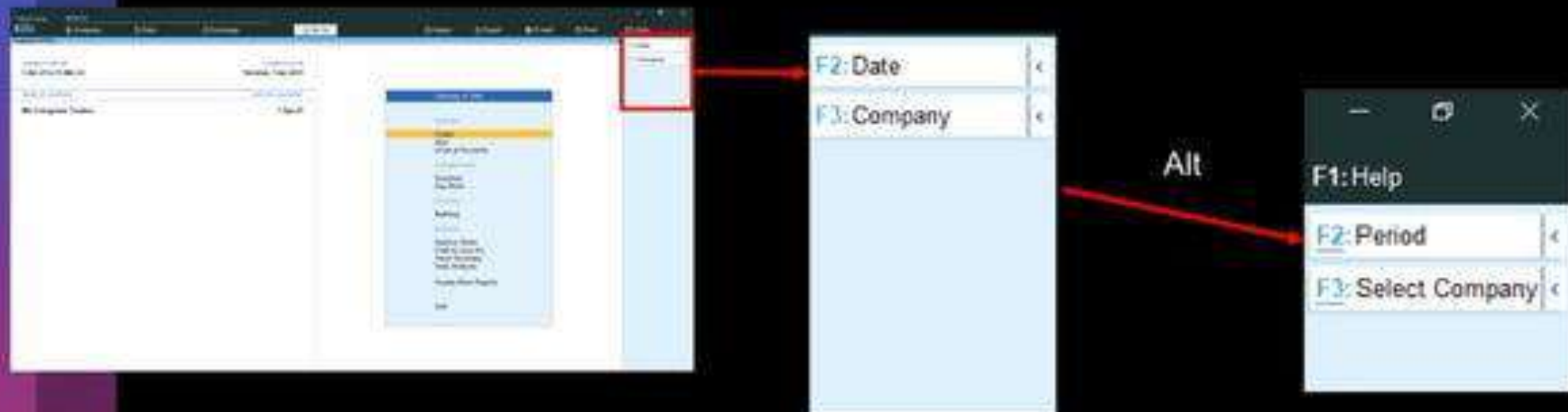
Gateway of Tally groups the different Tally Prime features, based on the nature of activities.

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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

Aryana Enterprises

Name (Alias): Jaggery - Square

Under: Jaggery

Units: Kg

Statutory Details:

GST Applicable: ☒ Applicable ☐ No

Der/Alter GST Details

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 : Jaggery Special
(alias) :

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 ?
Kg	of 1,000	Gm	Yes or No

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

Open

Open the voucher screen.

Press

Press Alt+G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F5 (Payment).

Select

You can select any type voucher using the right button options.

Ensure

Ensure that the screen is in Voucher Mode.

Press

Press Ctrl+H (Change Mode) > select Double Entry

Change Voucher Mode

Double Entry

List of Modes/Usages

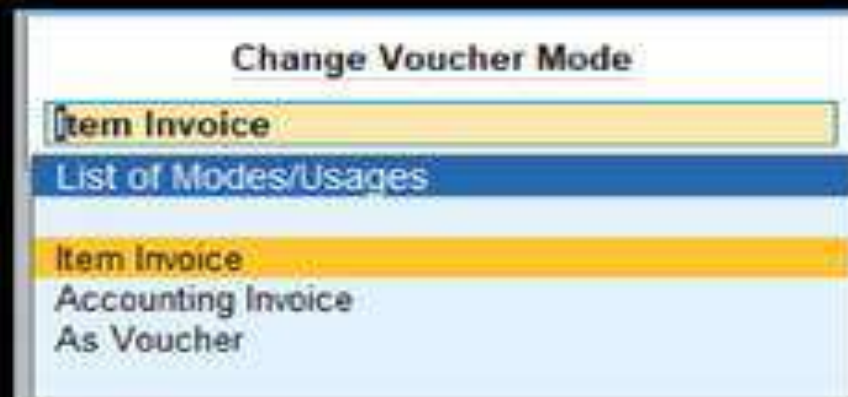
Double Entry

Single Entry

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

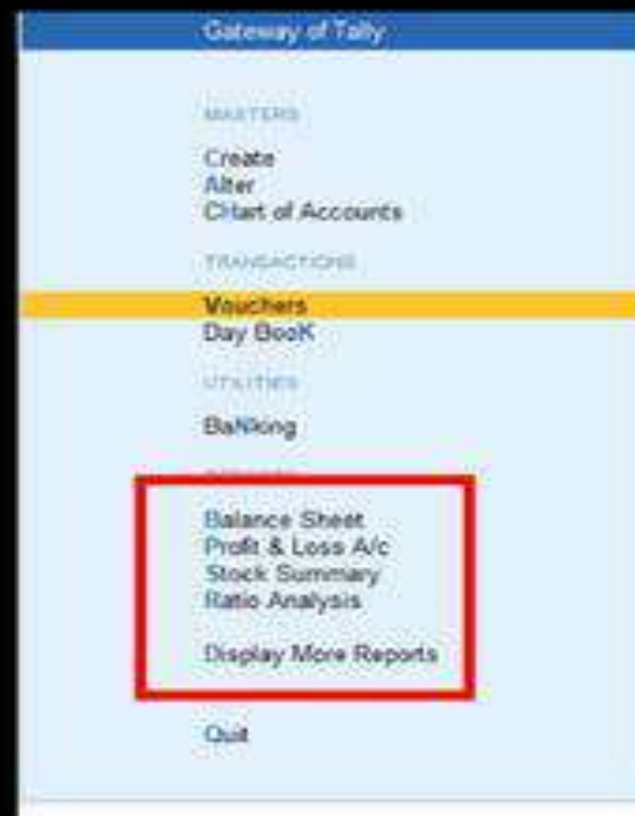
Delete Transactions

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),
.....
..... (Place)

Subject: Undertaking

Respected Madam / Sir,
I am a student of 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
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: *Kondharpur*

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 ^{Self}
~~.....~~ (Name of the organisation) for my sixty hours interns
programme during 24/4/22 to 24/5/22.

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	Mr. M. S. S. S.
2	Department	IT
3	Designation	IT Officer
4	Name of the Student	Shri. S. S. S.
5	Name of the College	Shri. S. S. S.
6	Roll Number	Shri. S. S. S.
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: 

Place of Review: Kundapur

Date of Review: 2/5/21

Company / Organization Name: Sagar Pravin Stone

Address: Nr. Post Kundapur

Tal: Haveri

Company / Organization round seal

 સાગર પ્રવિન સ્ટોન સર્વિસ

STUDENT FEEDBACK FORM

1. Name of the Student : Changke Sahil Dhanooj
2. Class : TY - 02001
3. Roll Number
4. Present Address : 114, Post Pottuluaad e
5. Contact Number : 9865288005
6. Email ID : Sahil360@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 Organisation.	10
3	I was given proper guidance to carry out my responsibility.	10
4	My supervisor / officer was very cooperative and supportive.	10
5	I found my task interesting and worth learning.	10
6	My supervisor / officer addressed to my queries / doubts quickly.	10
7	I received due respect from my colleagues in the organisation.	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:

Signature:

Date:

Changke Sahil Dhanooj
31/8/21

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Name of the Student :	Chandhe Sahil Dharmraj
Name of the College :	Art's Commerce Science College Shahu - Shivajinagar
Division & Roll No. :	
Address :	11/1 Robert Road, Tal: Maval, 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 work	Shrinivas	Sahil
22/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
23/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
24/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
25/04/24	9:00	5:00	8	Tally work	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 Thammuraj
the internship programme assigned to him.

[Signature]
Name & Signature of
Supervisor

[Signature]
Name &
Signature of
Manager

(Name of Student) has satisfactorily completed

सामान प्रोजेक्शन स्टोअर्स करिता

प्रोप्रायटर
Name Signature of
Section Incharge
[Signature]



Thank You

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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
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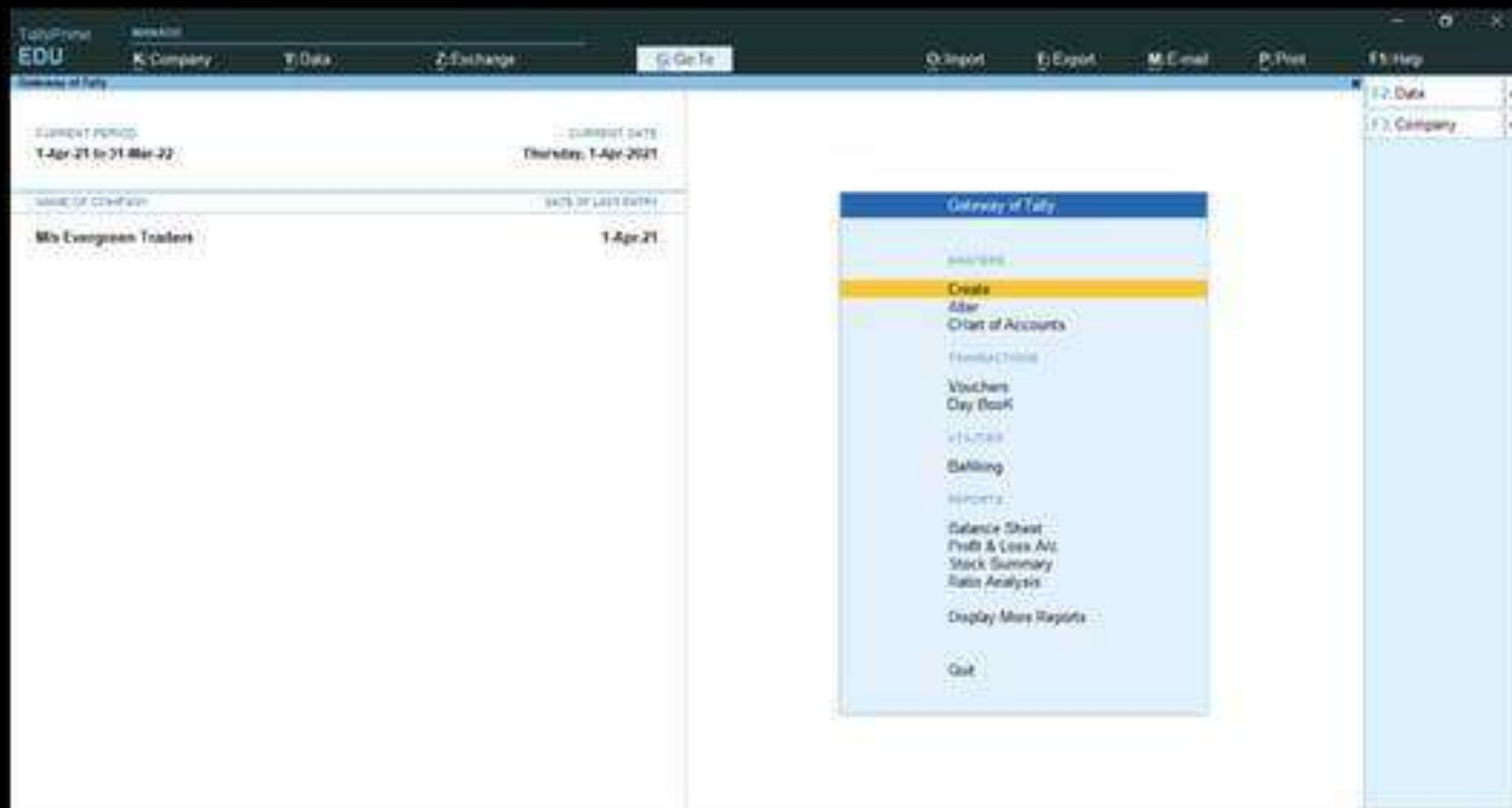


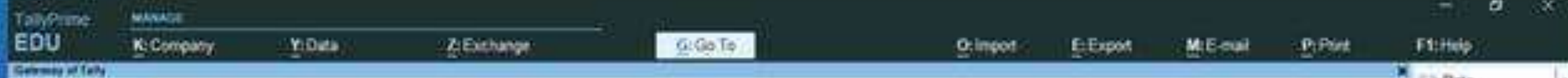
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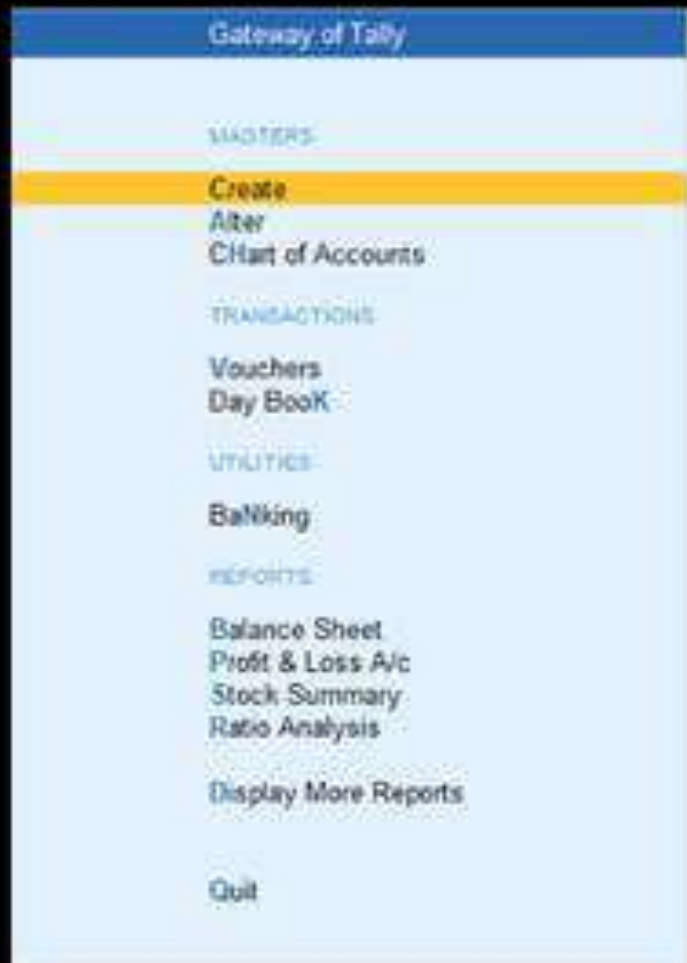
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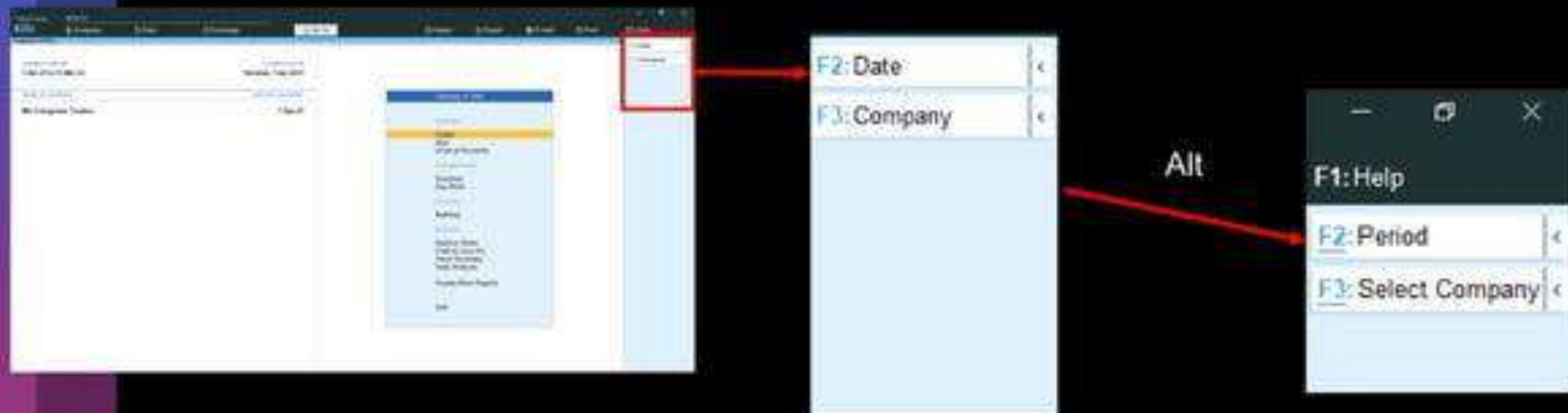
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Purchase	F9
Receipt	F6
Reversing Journal	
Sales	F8
Inventory Vouchers	
Delivery Note	Alt+F8
Material In	
Material Out	
Physical Stock	Ctrl+F7
Receipt Note	Alt+F9
Rejections In	Ctrl+F6
Rejections Out	Ctrl+F5
Stock Journal	Alt+F7
Order Vouchers	
Job 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

Aryana Enterprises

Name (Alias): Jaggery - Square

Under: Jaggery

Units: Kg

Statutory Details:

GST Applicable: ☒ Applicable ☐ No

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.

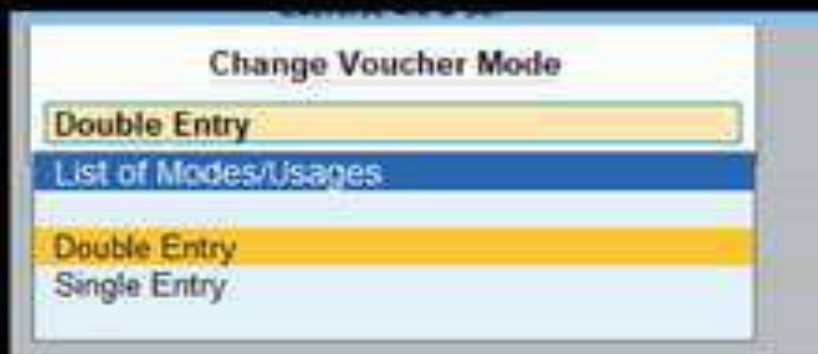
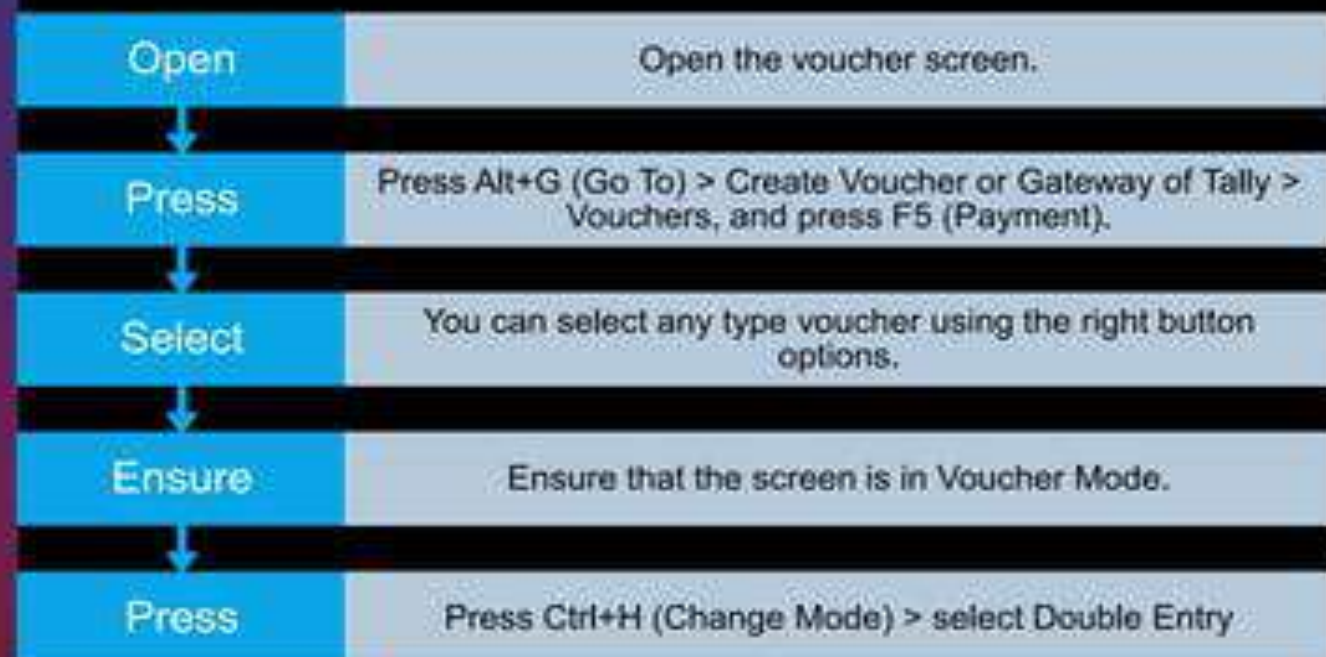
Alter or Delete Masters

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

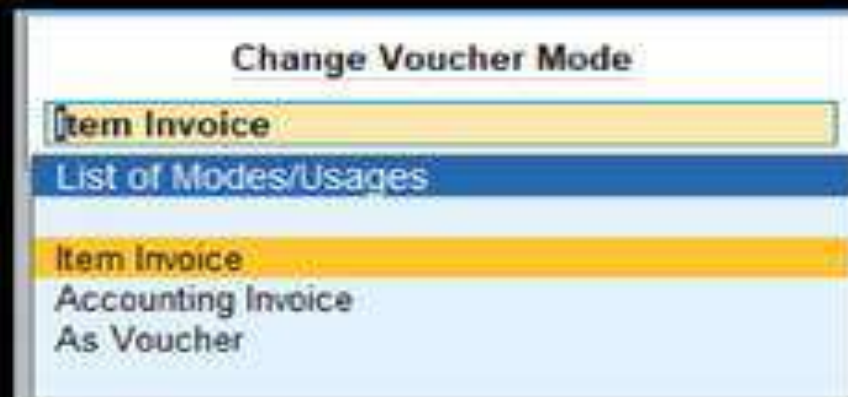
Double Entry/Voucher Mode



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

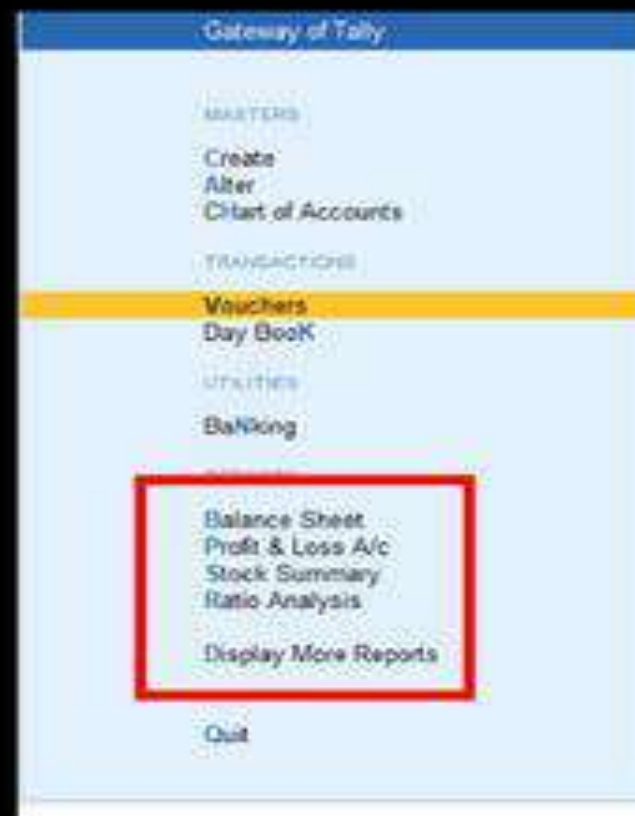
Delete Transactions

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),

Jagan Store
Kandhampur (Place)

Subject: Undertaking

Respected Madam / Sir,

I am a student of A.A.U Commerce Science College. I am studying in semester VI of T.V.B.Com. I am going to join your establishment 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 Sigma Force (Name of the organisation) for my sixty hours internship programme during 24/05/20 to 23/06/20.

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: 24/05/20

(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	Dr. S. S. S. S.
2	Department	Library
3	Designation	
4	Name of the Student	Kumar Chandra
5	Name of the College	Kishor Shiksha
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:

Designation: Dr. S. S. S. S.

Signature: Dr. S. S. S. S.

Place of Review: Kishor Shiksha

Date of Review: 15/24

Company / Organization Name: Kishor Shiksha

Signature: Dr. S. S. S. S.

सत्यमेव जयते

STUDENT FEEDBACK FORM

1. Name of the Student : Georghe Karan Dancsh
 2. Class : V.T. POLYM
 3. Roll Number : ALL Rahatouade
 4. Present Address : 25/25/25
 5. Contact Number : 98765 43210
 6. Email ID : Georghe.Karan.Dancsh@gmail.com

Please provide your rating about following aspect pertaining to your internship Experience on the scale of 10; where 10 means strongly agree & 1 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.	9
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. _____

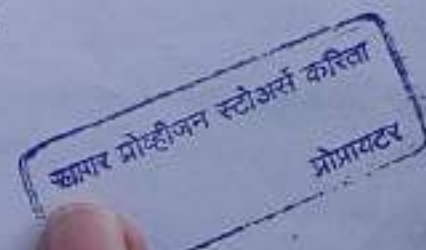
Date	From	To	Total Hours	Details of work done	Signature of Officer	Signature of Student
21/04/24	8.00	4.00	8	Tally work	<i>[Signature]</i>	<i>[Signature]</i>
22/04/24	8.00	4.00	8	Tally work	<i>[Signature]</i>	<i>[Signature]</i>
23/04/24	8.00	4.00	8	Tally work	<i>[Signature]</i>	<i>[Signature]</i>
24/04/24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

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

[Signature]
Name & Signature of Supervisor

[Signature]
Name & Signature of Manager

[Signature]
Name Signature of Section Incharge





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 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
Academic Year 2019-2020**

Date:-

Internal Examiner

Head Of Department

Internal Examiner

Principal



SKYLARK
FOUNDATION
EST. 2000

ARTS, COMMERCE &
SCIENCE COLLEGE

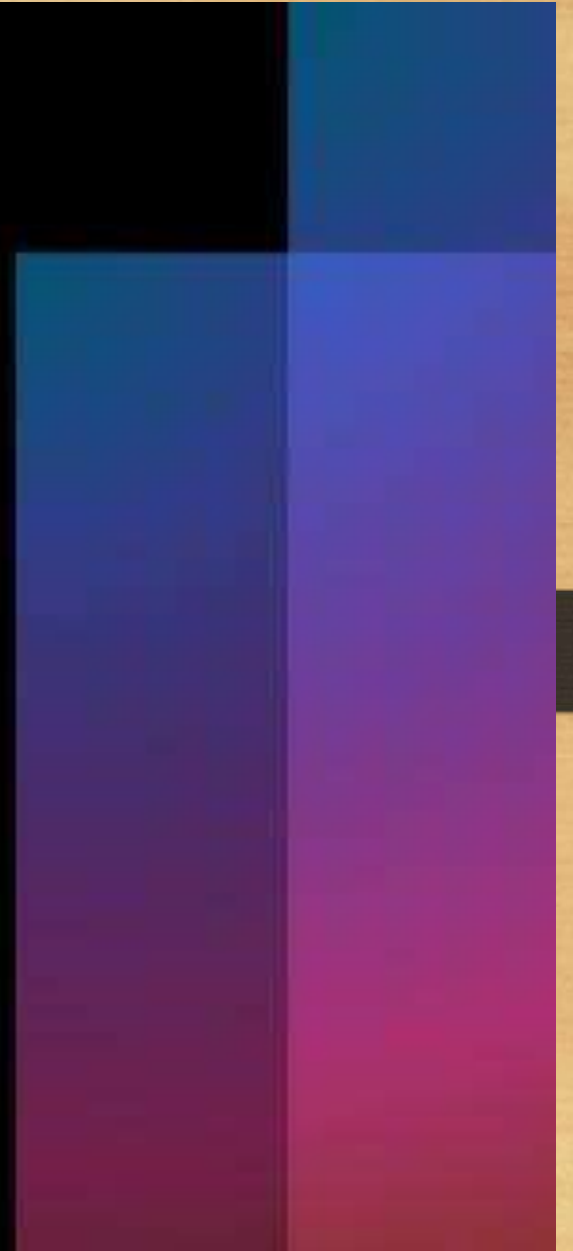


- **TALLY PRIME**
SOFTWARE



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)



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)

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.

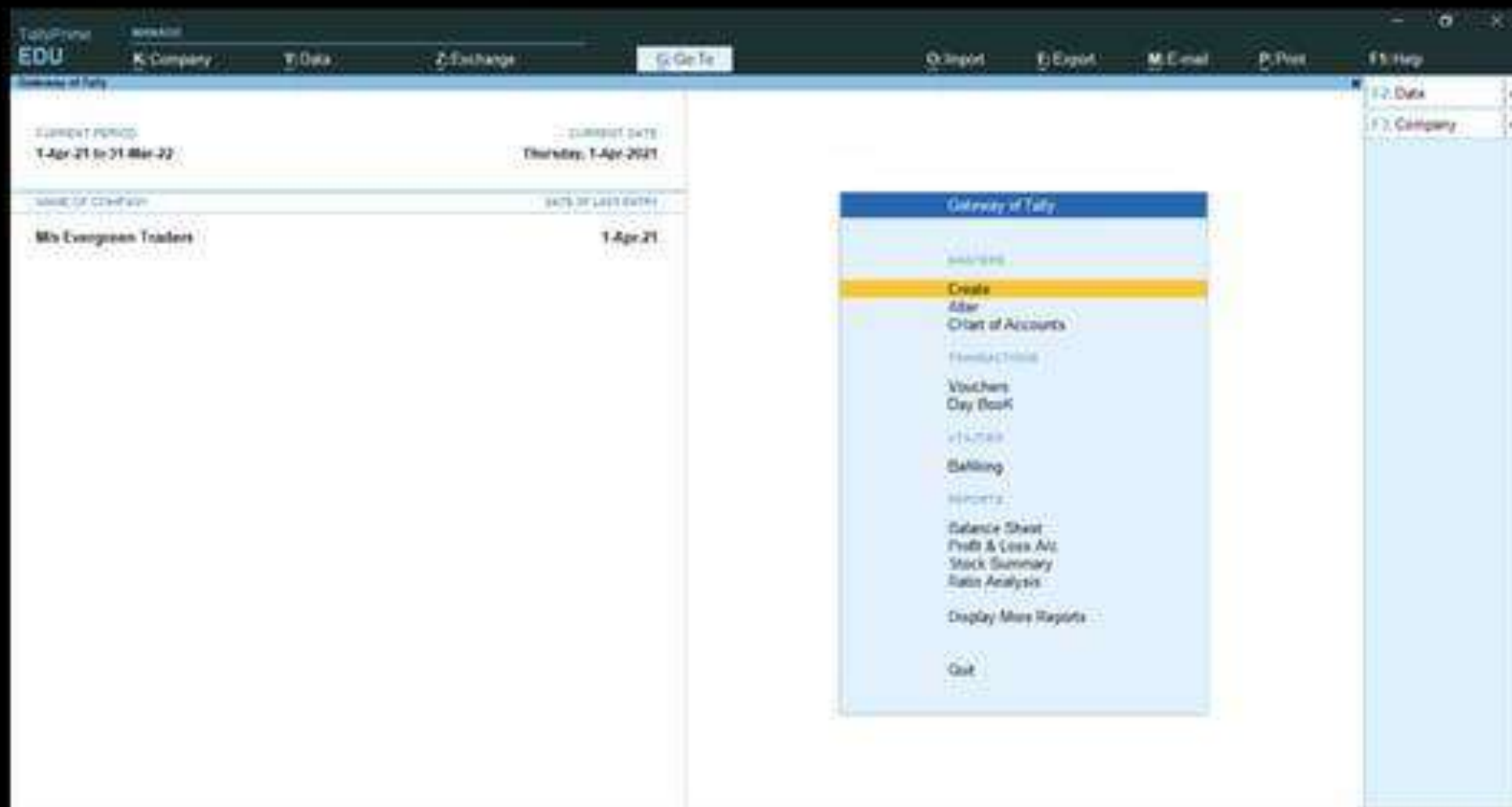


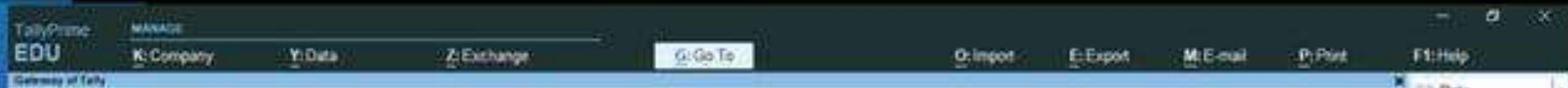
TallyPrime

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.

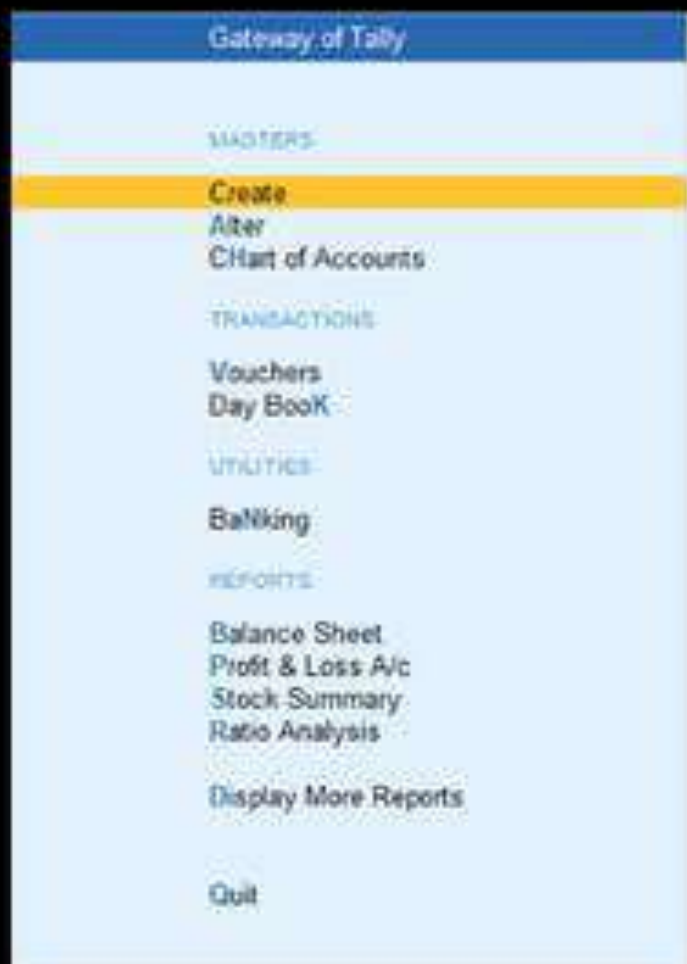
Home Screen





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



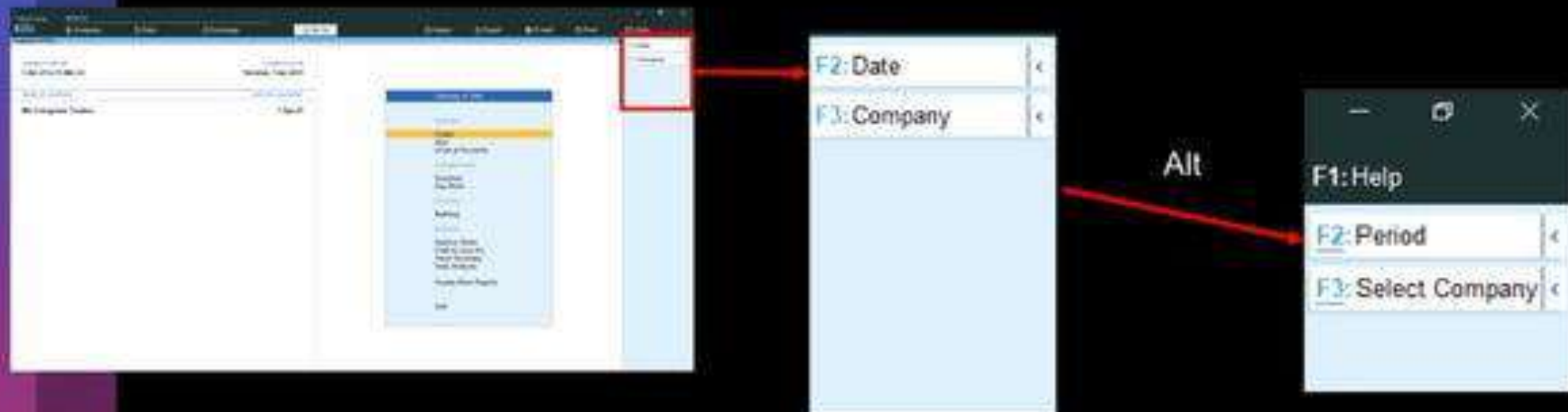
Gateway of Tally groups the different Tally Prime features, based on the nature of activities.

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

Ayazul Enterprise

Name (Alias): Jaggery - Square

Under: Jaggery

Units: Kg

Statutory Details:

GST Applicable: ☒ Applicable ☐ No

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 ?
Kg	of 1,000	Gm	Yes or No

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.

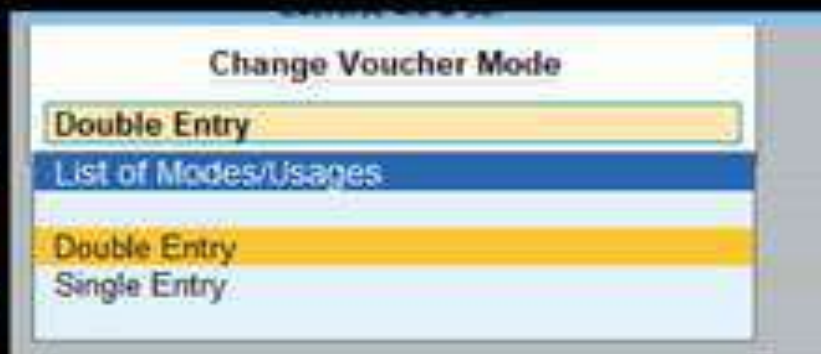
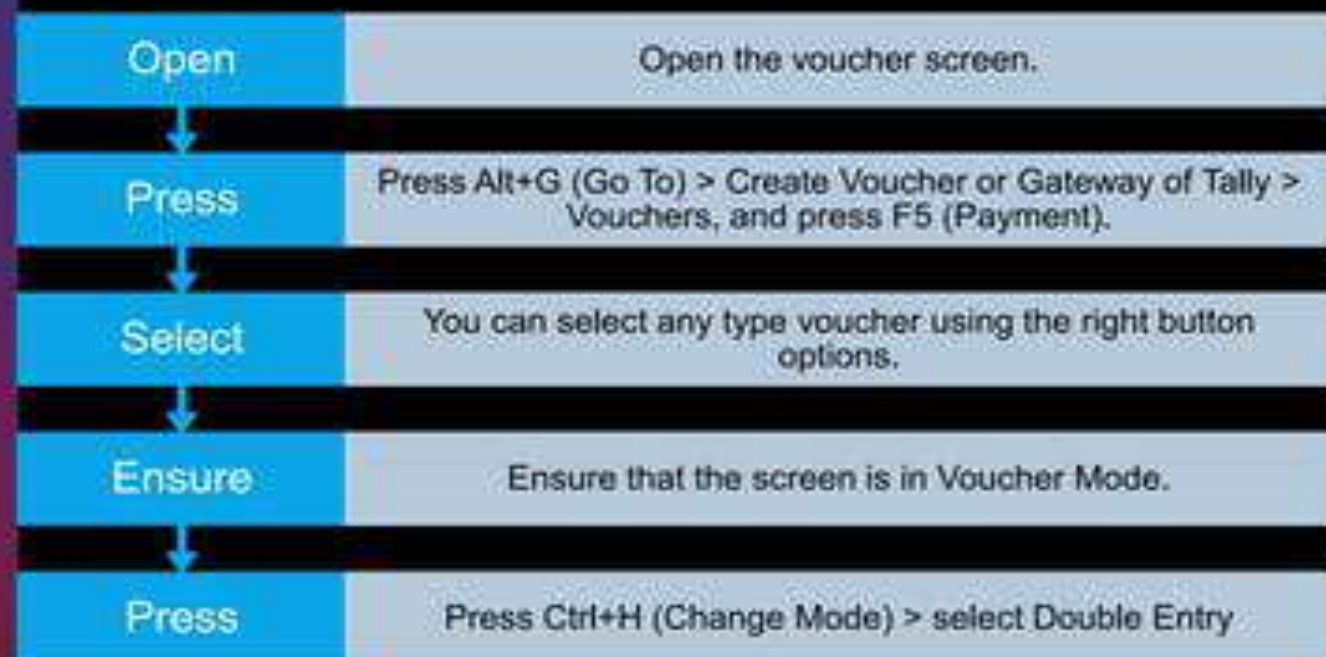
Alter or Delete Masters

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

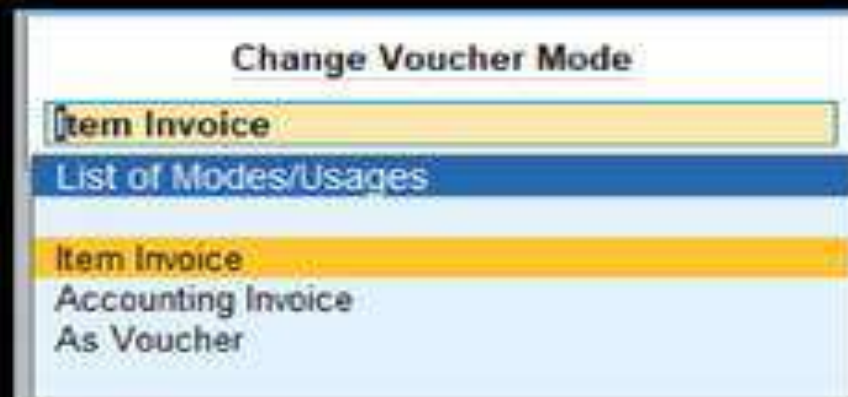
Double Entry/Voucher Mode



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

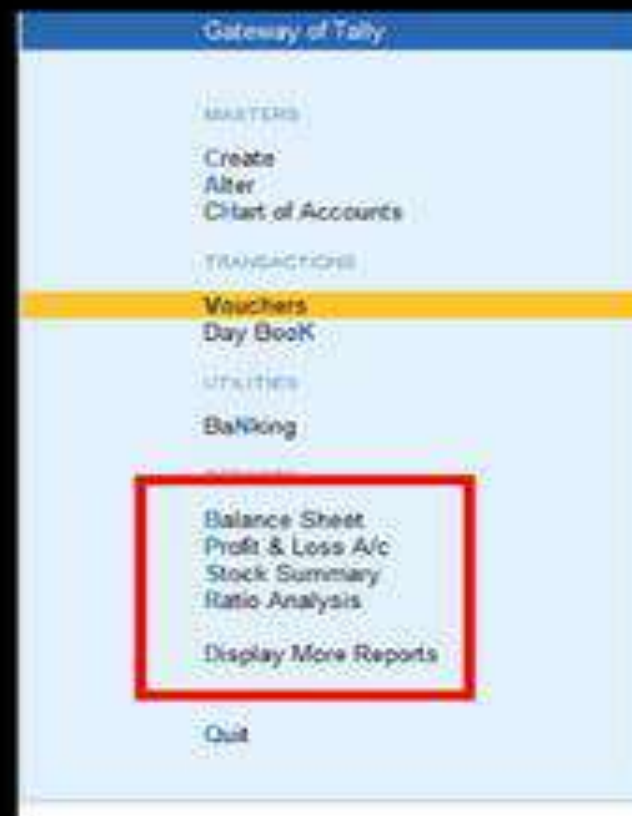
Delete Transactions

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.Y.B.Com. I am going to join your esteemed
organisation for my sixty hours internship programme during.....
to ~~10/11/24~~

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

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

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

Thank you,

Yours sincerely,

(Name & signature of the student)

Date: 2/10/24

Place: Mandhapur

Shrinidhi Pradip Singh
Shrinidhi Pradip Singh

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 -----

Signature (Name of the organisation) for my sixty hours internship programme during 21.06.24 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: 21.06.24

(Name & signature of the student)

Signature

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: Assistant S. Majumdar

Signature: [Signature]

Place of Review: 100 Sidhampur

Date of Review: 12/05/24

Company / Organization Name: Sigma Store

Address: 100 Sidhampur

Company / Organization Stamp and Seal

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

Continued < Internship Programme >

Internship Programme Feedback Form

Sl. No.	Particulars	Details
1.	Name of the Supervisor / Officer	<u>Dr. Pradyumn P. Jolly</u>
2.	Department	<u>IT</u>
3.	Designation	<u>Assistant Professor</u>
4.	Name of the Student	<u>Shravya Rajendran</u>
5.	Name of the College	<u>Shree Siddhanta</u>
6.	Roll Number	<u>2024010101</u>
7.	Special Subject	<u>Artificial Intelligence</u>

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

Sl. 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.	Initiativeness			<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"/>	<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	9.	Tally work	Chait. Arjun	Chait. Arjun
22/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
23/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
24/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
25/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
26/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
27/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
28/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
29/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
30/04/24	7.00	4.00	9.	Tally work	Chait. Arjun	Chait. Arjun
Total Hours						

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

Chait. Arjun
Name & Signature of
Supervisor

Chait. Arjun
Name &
Signature of
Manager

सागर प्रोव्हीजन स्टोअर्स करिता
Chait. Arjun
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 | View | Settings | Reports | TallyShop | Language | Keyboard | General Setup | Support Centre | Help

Gateway of Tally

Current Period: 1-4-2022 to 31-3-2022

Current Date: Monday, 4 Mar, 2024

Name of Selected Company:

Name of Company: Sandeep Hotel & Chikara P.S. 17

Date of Last Entry: 4-Mar-2022

Gateway of Tally

Masters

- Accounts Master

Transaction

- Accounting Voucher

Utilities

- Import Data
- Banking

Reports

- Balance Sheet
- Profit & Loss A/c
- Ratio Analysis
- Inventory
- Multi Account Paying
- Quit

Company: Sandeep Hotel & Chikara P.S. 17

Version & Upgrade: Series A Release 9.5.4.2
Series A Release 9.5.4 Available

License & Services: Serial Number: 705193849 Gold
TSS supplied on: 30-Apr-2018
Account Id: pnpalaw_2007@rediffmail.com

Configuration: Gateway: DESKTOP-F99RY20-9999
ODBC Server: 0000

Copyright: © 1999-2022 Tally Software Pvt. Ltd. 9949-0710

Tally 9.5.4.2.0000

123123

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	

F: Print E: Export M: E-Mail U: Upload S: TallyShop G: Language K: Keyboard C: Control Centre B: Support Centre H: Help

F1: Accounting Vouchers F2: Payment Vouchers F3: Date F4: Company F5: Contra F6: Payment F7: Receipt F8: Journal F9: Sales F10: Credit Note F11: Purchase F12: Credit Note F13: Reversing Journal F14: Memo F15: Stat Payment F16: Reverse Chrg. Adv. F17: Post-Dated F18: Options F19: Features F20: Configure

Q: Quit A: Accept D: Delete X: Cancel Ctrl + R

Receipt Entry in Tally

[illegible]

Journal Entry in Tally

Accounting Voucher Alteration (Secondary)		Barcode Hotel & CheesE10 27		Cust & M	
Original	TallyDoc	Original	TallyDoc	Original	TallyDoc
Voucher No. 28		28-PAY-0104		28-PAY-0104	
PARTICULARS		DEBIT		CREDIT	
Dr. M/s. Burell Technology		28,731.28			
Dr. Sal. 8,88.00					
Dr. Computer				28,731.28	
Dr. Sal. 3,44,866.00 Dr					
TOTAL		28,731.28		28,731.28	

Sales Bill Entry

F: 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		F3: Date			
Reference no.: 21																		Thursday		F4: Company					
Party A/c name: Consumer																				F5: Contra					
Current balance: 3,44,965.93 Dr																				F6: Payment					
Particulars																				F7: Receipt					
																				F8: Journal					
																				F9: Sales					
																				F10: Credit Note					
																				F11: Purchase					
																				F12: Debit Note					
																				F13: Reversing Journal					
																				F14: Memo					
																				F15: Stock Query					
																				A: Tax Analyst					
																				F16: Item Invoice					
																				Y: As Voucher					
																				J: Post-Dated					
																				L: Optional					
Narration:																				F17: Features					
																				F18: Configure					
Quit		Accept		Delete		Cancel																			
Tally M&M --> Gateway of Tally --> Display Menu --> Accounting Vouchers --> Sales Register --> Voucher Register --> Alteration V.																		(C) Tally Solutions Pvt Ltd. 1488-2018		Thu 4 Apr 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 **Ctrl + M**

Purchase No. 111
Supplier invoice no. PDR2324-49775234 Date 1-Feb-2024 **1-Feb-2024** Thursday

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

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

Narration
As per GSTR2B

Quit Accept Delete Cancel

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: Inventory 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

Sales Register 1-Feb-2024 to 29-Feb-2024																			
SR NO	DATE	REF NO	COMPANY NAME	AMOUNT						100%	90%						PAY	DEBIT TOTAL	CRD @ NO.
1	01-Feb-2024	001-001/21-24	Wipro Financial District Ltd	3000.00						30.00	270.00							3000.00	270-001/001/21-24
2	01-Feb-2024	002-002/21-24	Mastercard Solutions Bank Ltd	300.00						30.00	270.00							300.00	270-002/002/21-24
3	01-Feb-2024	003-003/21-24	Mastercard Solutions Bank Ltd	300.00						30.00	270.00							300.00	270-003/003/21-24
4	01-Feb-2024	004-004/21-24	Travelers Assurance	2700.00						270.00	2430.00							2700.00	270-004/004/21-24
5	01-Feb-2024	005-005/21-24	Wipro Financial District Ltd	2000.00						200.00	1800.00							2000.00	270-005/005/21-24
6	01-Feb-2024	006-006/21-24	Wipro Financial District Ltd	1000.00						100.00	900.00							1000.00	270-006/006/21-24
7	01-Feb-2024	007-007/21-24	Mastercard Solutions Bank Ltd	300.00						30.00	270.00							300.00	270-007/007/21-24
8	01-Feb-2024	008-008/21-24	Wipro Financial District Ltd	2000.00						200.00	1800.00							2000.00	270-008/008/21-24
TOTAL =				10000.00						1000.00	9000.00							10000.00	

Purchase Register Feb 2024																			
SR NO	DATE	REF NO	COMPANY NAME	AMOUNT	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%	100%	90%	80%	70%
1	01-Feb-2024	001-001/21-24	Wipro Financial District Ltd	3000.00												3000.00	270.00	2430.00	2160.00
2	01-Feb-2024	002-002/21-24	Mastercard Solutions Bank Ltd	300.00												300.00	27.00	243.00	216.00
3	01-Feb-2024	003-003/21-24	Travelers Assurance	2700.00												2700.00	243.00	2160.00	1800.00
4	01-Feb-2024	004-004/21-24	Wipro Financial District Ltd	2000.00												2000.00	180.00	1620.00	1440.00
5	01-Feb-2024	005-005/21-24	Wipro Financial District Ltd	1000.00												1000.00	90.00	810.00	720.00
6	01-Feb-2024	006-006/21-24	Mastercard Solutions Bank Ltd	300.00												300.00	27.00	243.00	216.00
7	01-Feb-2024	007-007/21-24	Wipro Financial District Ltd	2000.00												2000.00	180.00	1620.00	1440.00
8	01-Feb-2024	008-008/21-24	Wipro Financial District Ltd	300.00												300.00	27.00	243.00	216.00
9	01-Feb-2024	009-009/21-24	Wipro Financial District Ltd	300.00												300.00	27.00	243.00	216.00
TOTAL =				10000.00												10000.00	900.00	8100.00	7200.00

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): 9011025921
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: 3/5/2024

Shradha Chaugule
(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,

The Branch Manager / Manager (HR),

Ganesh Trading

Chennai Road (Place)

Subject: Undertaking ---

Respected Madam / Sir,

I am a student of Dr. J. Jayaraman 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 March, 2024 to 30th March, 2024.

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

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

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

Thank you.

Yours sincerely,

(Name & signature of the student)

Date: 03/03/24

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	Vijaya Deep Singh
2	Department	Accountant
3	Designation	Accountant
4	Name of the Student	Shanika Prathap
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 Ajub 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 :	Dr.T.S Commerce and Science College Ward-Shivajinagar - 41
Division & Roll No. :	89
Address :	Ward - Shivajinagar
Contact No. :	8005033640
Email ID. :	shradhaofchougale211527@gmail.com
Special Subject :	Banking 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				
17.3.2024	12	2	2	Introduction of the Organisation	Shiva Bhandari	Shiva Bhandari
21.3.2024	12	2	2	Introduction of Tally	Shiva Bhandari	Shiva Bhandari
24.3.2024	12	3	3	Payment and Receipt Entry in Tally	Shiva Bhandari	Shiva Bhandari

Date	Time		Total Hours	Details of work done	Signature of Officer	Signature of Society
	From	To				
01/01/2024	12	2	2	Office statement	Chen	Chen
21/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
21/01/2024	11	1:30	2:30	Bank working	Chen	Chen
06/01/2024	12	1	1	Excel working	Chen	Chen
12/01/2024	11	1	2	Bank statement	Chen	Chen
14/01/2024	12	2	2	Bank statement	Chen	Chen
15/01/2024	12	3	3	Bank statement	Chen	Chen
17/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
18/01/2024	11	1:30	2:30	Bank statement	Chen	Chen
20/01/2024	12	3	3	Excel working	Chen	Chen
21/01/2024	11	2:30	3:30	Bank statement	Chen	Chen
22/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
23/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
24/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
25/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
26/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
27/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
28/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
29/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
30/01/2024	12	2:30	2:30	Bank statement	Chen	Chen
31/01/2024	12	2:30	2:30	Bank statement	Chen	Chen

CA AVINASH GAIKWAD

**M/s Avinash Associates
Chartered Accountants**



Survey No. 48, Opp. Moolaji Bhargava, Vikramgarh Dehruwad, Pune 412201
Bldg. Flat No. 101, Sat Capital Survey No. 48/1/2, Dange/Wadi, Opp. Sangam Panch Vikramgarh, Kivale, Dehruwad,
Pune
E-mail: pgs14v2007@gmail.com OR (+91) 9, 7700284443

TO,
THE PRINCIPAL
ARTS, COMMERCE & SCIENCE COLLEGE KHED-SHIVAJIPUR

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 SHIRADDHA 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,




ASSOCIATES
Dehruwad



Thank you