



**GMD ARTS, BW COMMERCE AND SCIENCE
COLLEGE, SINNAR.***

INTERNSHIP PROGRAMME

THIRD YEAR B. COM. (SEMESTER V)

UNDER CHOICE BASED CREDIT SYSTEM

SUBJECT: BUSINESS ADMINISTRATION*

Objectives of the Internship Program

- To acquire the Knowledge, skills and ability of the subject of Business Entrepreneurship to seek job opportunity / start up business.
- To Receive valuable work Experience.
- To explore Career path.
- To learn various skills that required to Corporate/ Business.
- To prepare to cope up changing environment
- To make place in Job Market.
- To earn credits as per the university guideline.
- To adopt work culture in a team.
- To understand the responsibility, Accountability

Pre Soft Skills Acquired

Soft Skills are acquired before Joining Internship this may be helpful for Internship program.

- - Social Etiquettes and Manners
- - Mobile Manners
- - Effective Communication
- - Listening Skills
- - Reporting Skills
- - Group Discussion Skills
- - Interview Skills
- - Survey Skills etc.....

With these Skills Computer Skills are possessed.

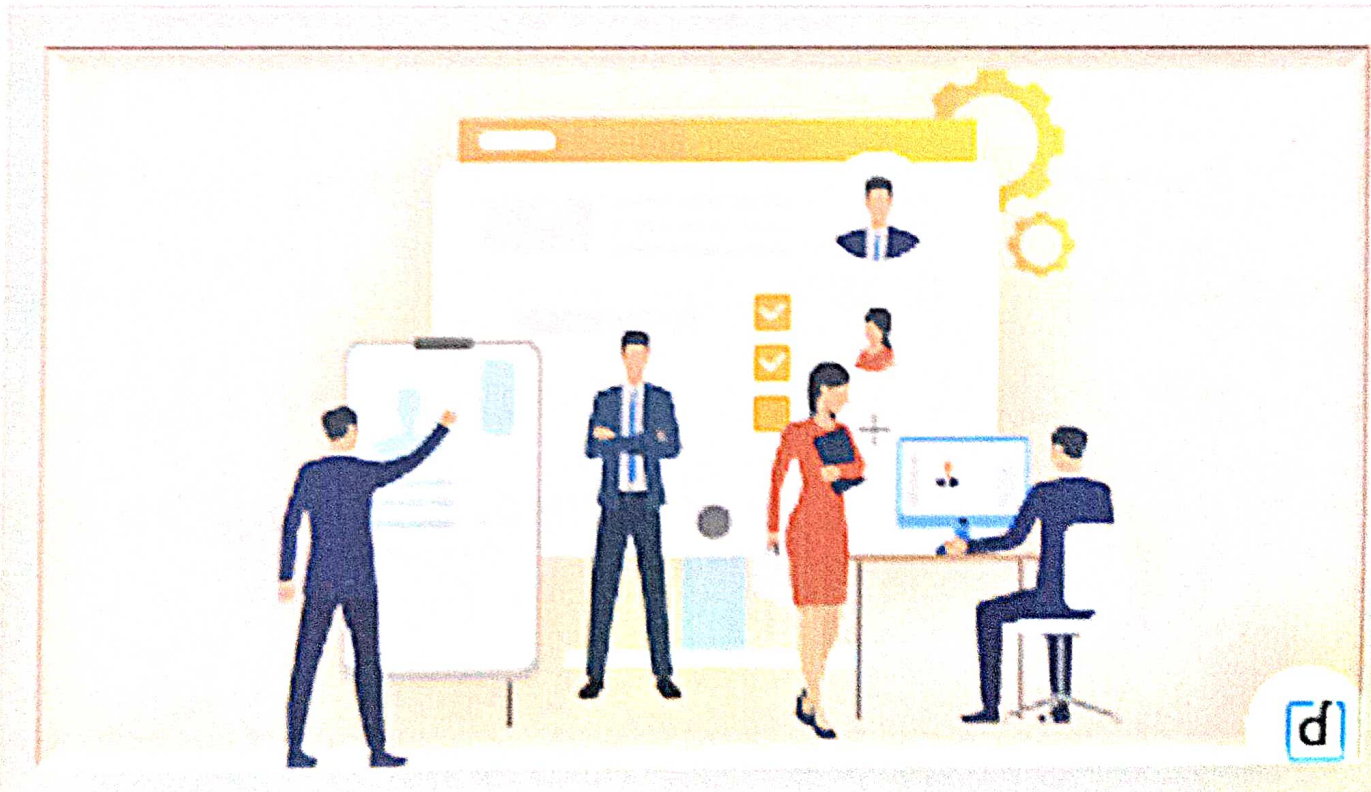
Details About Organization

- Name of the organization: COBIT ENGINEERING
- Address: sinnar ,nashik
- Nature: industrial company
- Owner of the Business: Mr./ Abhijit Desai
- About Business: company (Sale all type of conveyor belts).
- Turnover: 30 crore / Year



Area for Internship

- Core Area: Business Administration
- Special Area: Human Resource Management



Detailing

▶ Human Resource – Meaning

The various human resource functions in an organization are called 'human resource functions'. Human resource functions play an important role in managing technology, research, diversity and overall change. Creating a strong link between the employee and the organization is an important objective of human resource function. Loyalty of employees towards the organization is very important. In that regard, human resource functions play an important role.

Human Resource Objectives and Functions

- (1) To endeavor to develop harmonious relations between labor and management. (2) Properly and precisely to the top management of the capacity, quality and performance of our manpower
- To prepare information and present it in a proper manner, (3) To create conditions in which employees get job satisfaction and enjoy working.
- (4) Obtaining support for managerial policies and changes from employees.
- (5) Giving appropriate feedback to employees about their performance. - (6) To increase the productivity of employees and the organization.
- (7) Enhancing loyalty and interest towards the organization of employees. (8) Creating an excellent organizational culture and environment.
- (9) To raise the confidence of the staff workers.
- (10) To bring about progress in the abilities, skills, mental strength of the employees.

List of the skills

Primary Skills:

- a. Regularity/punctuality
- b. Behavior / soft skills
- c. mobilize people and resources
- d. Ability to put theory into practice
- e. Ability to take initiative for problem solving
- f. Commitment to the assigned task
- g. Team work h. Managerial Skills
- i. Negotiations

Proposed outcome of the internship program

The internship programme 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.

Upon successful completion of this Programme :

- this internship program will help in acquiring knowledge and skill.
- It will help solving real life challenges in the workplace by analyzing work environment and condition.
- This internship program will help to communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral mean.
- It will help to exhibit critical thinking and problem solving skills by analyzing underlying issues to challenges.

Acknowledgment

- First I wish to express my sincere gratitude to Prof. S.B.Kardak for providing me an opportunity to do my internship at. COBIT ENGINEERING For me, it was a unique experience to study about Human Resource Management. This internship period was a great chance of learning and professional development.
- my deepest thanks to Prof. R.N.Sonewane for giving necessary advice and guidance. He has arranged all facilities to make our internship programme more meaningful. His research papers and PowerPoint Presentations were very useful for me. I thank him for his valuable guidance.
- I sincerely thank prof. S.B.Kardak for his careful and precious guidance which was extremely valuable for my study, both theoretically and practically.
- Finally, I would like to extend my deep gratitude towards my family and my friends for their support in carrying out this work successfully.



THANK YOU





**MARATHA VIDYA PRASARAK SAMAJ'S
GMD ARTS, BW COMMERCE AND SCIENCE
COLLEGE, SINNAR.**

ACKNOWLEDGEMENT


- First I wish to express my sincere gratitude to our Honorable Principal Dr. P.V. Rasal Sir and Head of the department of Commerce Prof. N. D. Sontakke Sir for providing me an opportunity to do my internship at **Sati Plastic**. For me, it was a unique experience to study about **Production Management**. This internship period was a great chance of learning and professional development.
- My deepest thanks to Prof. S. B. Kardak Sir and Prof. R. N. Sonawane for giving necessary advice and guidance. They has arranged all facilities to make our internship programme more meaningful. Their Power Point Presentation were very useful for me. I thank to them for giving me valuable guidance.
- I sincerely thank to Owner Mr. Aashish Saraf Sir for his careful and precious guidance and support which was extremely valuable for my study, both theoretically and practically.
- Finally, I would like to extend my deep gratitude towards my family and my friends for their support in carrying out this work successfully.

OBJECTIVES OF THE INTERNSHIP PROGRAM


- To acquire the knowledge, skills and ability of the subject **Production Management** of Business Administration to seek job opportunity.
- To receive valuable Work Experience.
- To explore Career Path.
- To learn various skills that required to business.
- To prepare to cope up changing Environment.
- To earn credits as per the University guideline.
- To adopt work culture in a team.
- To understand the responsibility, Accountability.

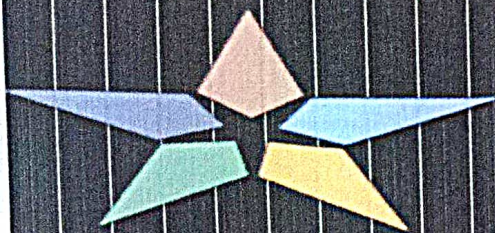
PRE SOFT SKILLS ACQUIRED

Following soft skills are acquired before joining Internship this may be helpful for Internship programme.

- Social Etiquettes and Manners
 - Mobile Manners
 - Communication Skills
 - Listening Skills
 - Reporting Skills
 - Group Discussion Skills
 - Computer Skills
- 

DETAILS ABOUT ORGANIZATION

- Name Of The Organization : **Sati Plastic**
 - Address : **B-37, MIDC, Malegaon, Sinnar, Nashik.**
 - Nature : **Manufacturer**
 - Owner Of The Business : **Mr Aashish Saraf**
 - About Business : **Manufacturer Of Plastic Bottles**
 - Turnover : **10-15 Cr Annually**
- 

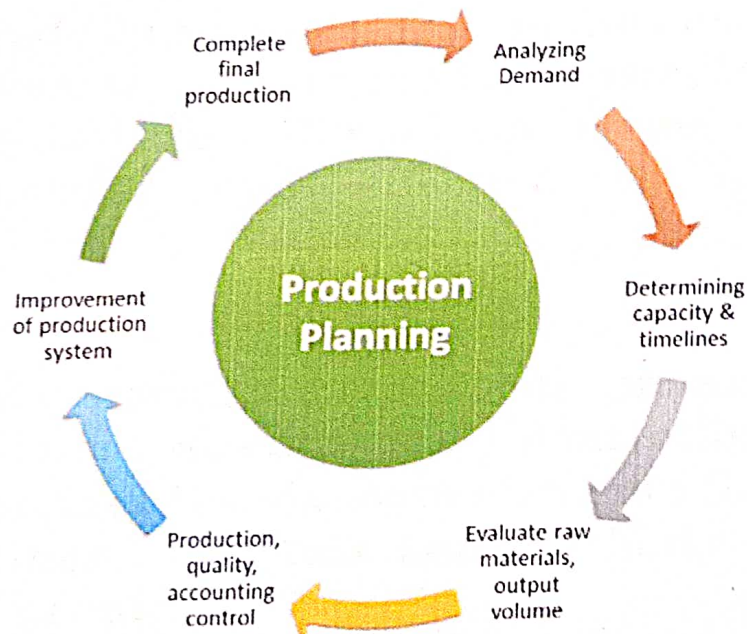


Sati Plastics
Complexity Simplified



AREA FOR INTERNSHIP

- Core Area : Business Administration
- Special Area : Production Management



DETAILING

● Production Management

Meaning :

Production Management is an area of management concerned with designing and controlling the process of production and redesigning business operations in the production of goods or services. It involves the responsibility of ensuring that business operations are efficient in terms of using as few resources as needed and effective in meeting customer requirements.

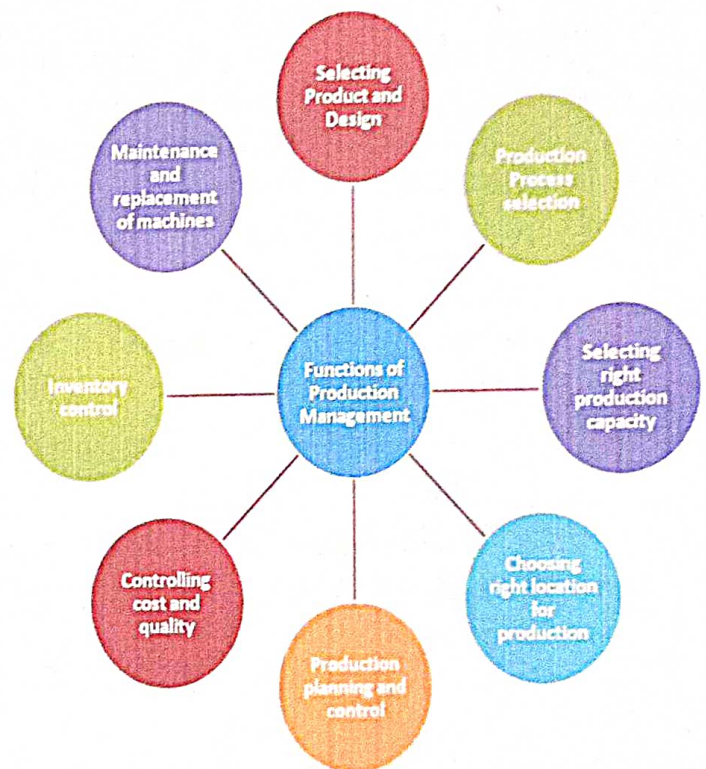
Definition :

In simple terms, production management involves planning , organizing , directing and controlling all activities of production. It combines the six main elements that is money , men, materials , machines , markets and methods in order to fulfil different needs of people.

Objectives Of Production Planning



Function Of Production Management



LIST OF THE SKILLS

A. Primary Skills :

- Punctuality
- Soft Skills
- Ability to put theory into practice
- Ability to take initiative for problem
- Commitment to assigned work
- Teamwork



B. Secondary Skills :


- **Leadership**
 - **Decision Making**
 - **Flexibility**
 - **Problem Solving Skills**
 - **Computer Skills**
 - **Time Management**
-

PREPARATION DONE BY ME BEFORE JOINING THE INTERNSHIP PROGRAMME

- **Soft Skills Program Completed.**
- **MS-CIT Course Completed.**
- **Tally ERP 9 With GST Course Completed.**
- **Typing in English Language Course Completed**



PROPOSED OUTCOME OF THE INTERNSHIP PROGRAMME

- Explore career alternatives prior to graduation.
 - Integrate theory and practice.
 - Assess interests and abilities in their field of study.
 - Learn to appreciate work and its function in the economy.
 - Build a record of work experience.
 - Develop work habits and attitudes necessary for job success.
 - Develop communication, interpersonal and other critical skills in the job interview process.
- 

THANK

YOU...!

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MARATHA VIDYA PRASARAK SAMAJ'S
GMD ARTS, BW COMMERCE AND SCIENCE COLLEGE, SINNAR.

INTERNSHIP PROGRAMME

**THIRD YEAR B. COM. (SEMESTER V) UNDER CHOICE BASED CREDIT
SYSTEM**

SUBJECT: BUSINESS ADMINISTRATION- II&III

CONTENTS

- ❖ INTRODUCTION
- ❖ OBJECTIVES OF THE INTERNSHIP PROGRAM
- ❖ PRE SOFT SKILLS ACQUIRED
- ❖ NATURE OF THE INTERSHIP
- ❖ DETAILS ABOUT ORGNIZATION
- ❖ ALLOCATION OF 60 HOURS
- ❖ PROPOSED OUTCOME OF THE INTERNSHIP PROGRAMME
- ❖ ACKNOWLEDGMENT
- ❖ INTERSHIP PHOTOGRAPH
- ❖ THANK YOU

OBJECTIVE OF THE INTERNSHIP PROGRAM

- ❖ To acquire the knowledge, skills and ability of the subject of Business Administration to seek job opportunity.
- ❖ To receive work Experience in a Office.
- ❖ To explore Career in a future.
- ❖ To learn various skills that required to private companies.
- ❖ To earn credits as per the university guideline.
- ❖ To adopt work culture in a team.

DETAILS ABOUT ORGNIZATION

❖ Name of the organization: Theme Engineering

Consultancy Pvt. Ltd.

❖ Address: Deshmukh Pride, Plot No.48, Flat

No.7, Devi Mandir, I.T.I.Road, Sinnar, Dist-Nasik-

422103 Maharashtra.

❖ Nature: Road Construction Project/NHAI

❖ Owner of the Company: Hemant Narang.

❖ About Company: 1) Prepare monthly budget &

Expenses of the office. 2) Mailing & Letter

Drafting.

❖ Turnover: 100 cr. to 500 cr.

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

- ❖ Develop work habits and attitude necessary for job.
- ❖ Develop communication, interpersonal and other critical skills in the job interview process.
- ❖ work experience in office.
- ❖ Good communication skill.
- ❖ Team Leadership/Management.
- ❖ Knowledgeable in office equipment's and day to day correspondence/document.
- ❖ Acquire employment contacts leading directly to a full-time job following graduation from college.

ACKNOWLEDGMENT

❖ First I wish to express my sincere gratitude to our Honorable Principal Dr. P.V.Rasal and Head of the department of Commerce Prof. N. D. Sontakke for providing me an opportunity to do my internship at.

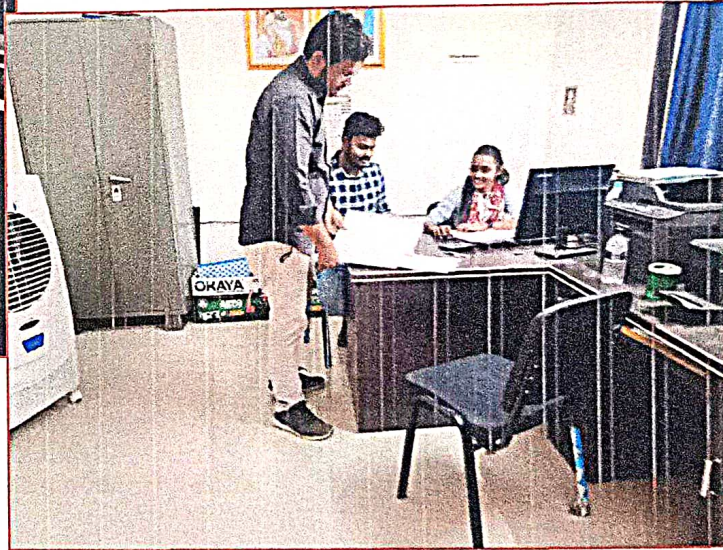
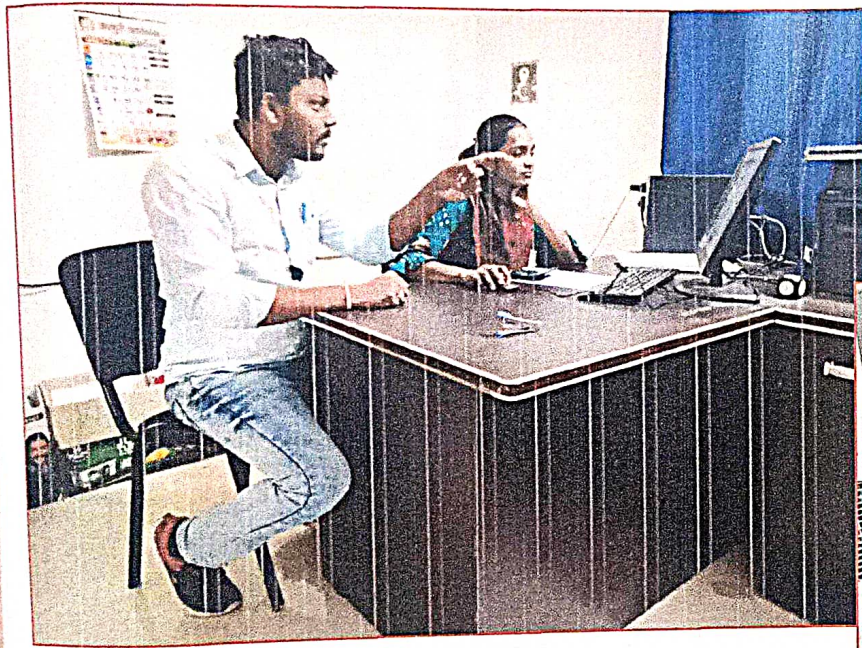
❖ Theme Engineering Consultancy Pvt. Ltd. For my self, it was a unique experience to study. This internship period was a great chance of learning and professional development.

❖ Heartfelt thanks to Mr. RN Sonawane for providing necessary advice and guidance. He has arranged all the facilities to make our internship program more meaningful. This PowerPoint presentation is very helpful for me. I am grateful for invaluable guidance.

❖ I would like to thanks Mr. Shubham Gurchal, Office Manager for his valuable guidance and support which was very valuable for my studies.

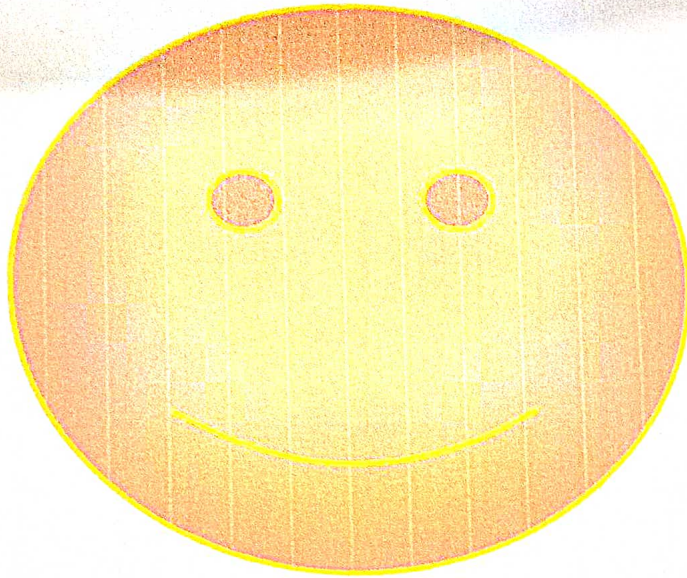
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INTERNSHIP PHOTOGRAPH





भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
National Highways Authority



THANK YOU

GMD ARTS, BW COMMERCE AND SCIENCE
COLLEGE, SINNAR.*

INTERNSHIP PROGRAMME

THIRD YEAR B. COM. (SEMESTER V)

UNDER CHOICE BASED CREDIT SYSTEM

SUBJECT: BUSINESS ADMINISTRATION *

OBJECTIVES OF THE INTERNSHIP PROGRAM

- To acquire the Knowledge, skills and ability of the subject of Business Administration.
- To Receive valuable work Experience.
- To explore Career path.
- To learn various skills that required to seek job opportunity.
- To make place in Job Market.
- To earn credits as per the university guideline.
- To adopt work culture in a team.
- To understand the responsibility.

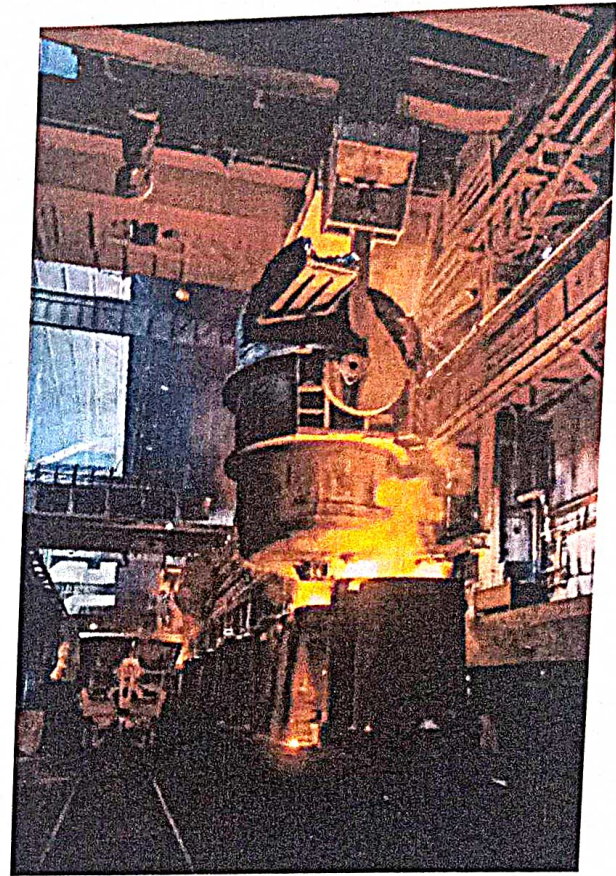
PRE SOFT SKILLS ACQUIRED

Soft Skills are acquired before Joining Internship.

- ❖ Professional Etiquettes and Manners
- ❖ Computer Manners
- ❖ Effective Communication skill
- ❖ Listening Skills
- ❖ Leadership Skills
- ❖ Group Discussion Skills
- ❖ Interview Skills
- ❖ Survey Skills etc.

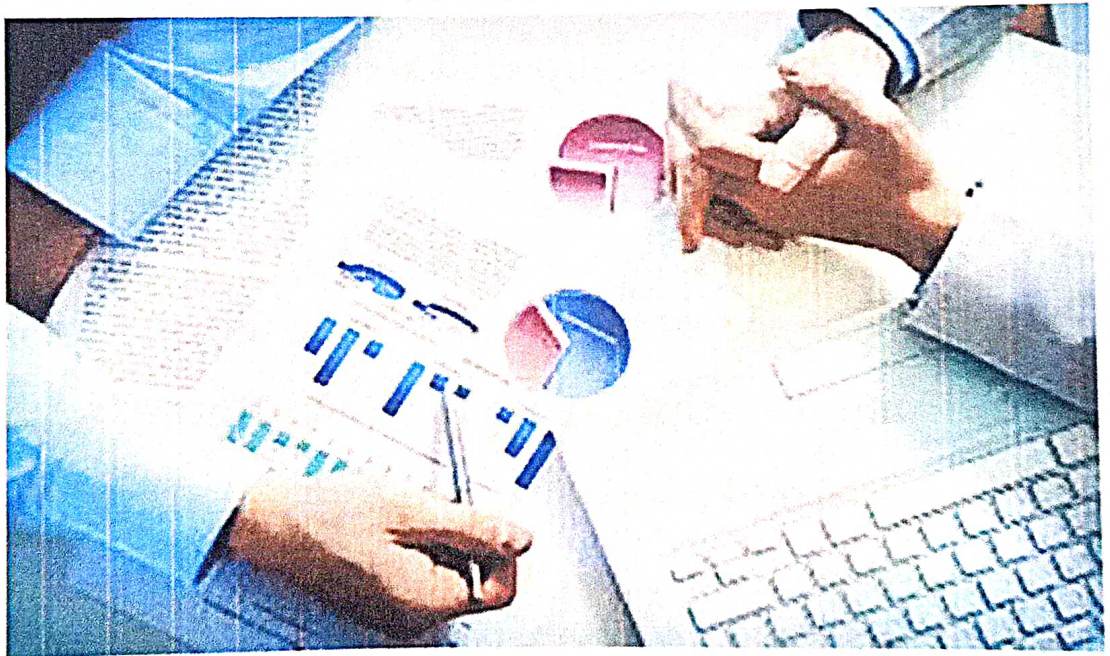
DETAILS ABOUT ORGANIZATION

- **Name of the organization: Masina Alloys Pvt. Ltd.**
- **Address: D-8, STICE, Musalgone MIDC, Sinnar.**
- **Nature: Manufacturing M.S Ingots**
- **Owner of the Business: Mr. Mohammad khan**
(Proprietor and Director)
- **About Business: Production of MS Ingots**
(Iron Rods)
- **Turnover: 75 Crores/ Year**



AREA FOR INTERNSHIP

- Core Area: Business Administration
- Special Area: Finance



DETAILING

Details of the various subject specific concepts learnt before joining the internship.

MEANING OF FINANCE

It refers to the corpus of funds and credit employed in a business. Business finance is required for purchasing assets, goods, raw materials and for performing all other economic activities. Precisely, it is required for running all the business operations.

DEFINITION OF FINANCE

Finance is the process of raising funds or capital for any kind of expenditure. It is the process of channeling various funds in the form of credit, loans, or invested capital to those economic entities that most need them or can put them to the most productive use.

OBJECTIVES OF FINANCE

Financial objectives are the goals or targets related to the financial performance of a business.

- Revenue Generation
- Profit Maximization
- Wealth Maximization
- Investment objectives
- Capital structure objectives
- Customer Satisfaction
- Employee Benefits
- Leadership and Management
- Sustainability

FUNCTIONS OF FINANCE

Key Functions of Finance in an Organization

- **Financial Goals**
- **Financial Planning**
- **Managerial Functions**
- **Forecasting**
- **Budgeting**
- **Initiate Reality Check**
- **Manages Payable and Receivables**
- **Manage Accounting**
- **Resource allocation**

DIFFERENT SOURCES OF FINANCE

- ❖ **Retained Earnings:** In most cases, a company does not release all of its earnings or share its profits with its shareholders as dividends.
- ❖ **Trade Credit**
- ❖ **Factoring**
- ❖ **Lease Financing**
- ❖ **Public Deposits**
- ❖ **Commercial Papers**
- ❖ **Assistance by the Government.**
- ❖ **Commercial Bank Loans and Overdraft.**
- ❖ **Buyouts.**
- ❖ **Personal Investment or Personal Savings.**

LIST OF THE SKILLS

Primary_Skills:

- **Regularity**
- **Behavior**
- **Soft Skills**
- **Team work**
- **Managerial Skills**
- **Negotiations**

Secondary Skills

- **Leadership Skills**
- **Flexibility**
- **Problems solving**
- **Time managment Skills**
- **MSCIT**

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

The internship programme 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.

Upon successful completion of this Programme :-

- ❖ To get the knowledge and skill sets.
- ❖ To Solve the real life challenges in the workplace by analyzing work environment and conditions
- ❖ Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral mean
- ❖ Exhibit critical thinking and problem solving skills by analyzing underlying issue/s to challenges
- ❖ Recommend ideas to improve work effectiveness and efficiency by analyzing challenges and considering viable options
- ❖ Develop a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real organizational setting.

ACKNOWLEDGMENT

- ❖ First I wish to express my sincere gratitude to Prof. N.D. Sontakke sir for providing me an opportunity to do my internship At GMD COLLEGE SINNAR. For me, it was a unique experience to study about Finance . This internship period was a great chance of learning and professional development.
- ❖ My deepest thanks to Prof.Kardak sir for giving necessary advice and guidance. He has arranged all facilities to make our internship programme more meaningful. His research papers and PowerPoint Presentations were very useful for me. I thank him for his valuable guidance.
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★ THANK YOU ★

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COLLEGE, SINNAR.*

INTERNSHIP PROGRAMME

THIRD YEAR B. COM. (SEMESTER V)

UNDER CHOICE BASED CREDIT SYSTEM

SUBJECT: BUSINESS ADMINISTRATION *



OBJECTIVES OF INTERNSHIP PROGRAMME

To know the background & history of proposed organization .

To study the career opportunities in sector .

To explore the career path .

To Study the actual work conducted during working hours .

To receive valuable work experience .

To understand business environment .



About the Company The Agro plus oil mill is established by young and dynamic women entrepreneur Mrs. Sangita Udawant in the year 2019. The company mainly produce filtered and purely organic Soybean edible oil. As well as they are contract manufacturer of various refined soybean oil of MP base vendor. The plant manufacture filtered oil at separate unit and refined at separate. Company have 12tonns per day capacity. Company sale their products to contract customers only. The main customer sold product as the Tradename of CLASSIC



AREA OF INTERNSHIP

Core Area : Business Administration

What is business administration subject?

Business administration refers to **the general study of business concepts, such as accounting, finance, management, and marketing**. It also covers data-driven sciences, like accounting, as well as workplace skills, like management.

Special Area : Human Resource Planning and Management.

- Human resource planning (HRP) is **the continuous process of systematic planning ahead to achieve optimum use of an organization's most valuable asset—quality employees**. Human resources planning ensures the best fit between employees and jobs while avoiding manpower shortages or surpluses
- Human resource planning (HRP) definition: Human resource planning is **a technique company uses to balance its flow of employees and prevent situations such as team member shortages or surpluses**. This also ensures that the business has the right people with the appropriate skills and ability to build a strong workforce

PRE SOFT SKILLS ACQUAIED :

Communication Skills

Reporting Skills

Social Manners

Public Speaking

Social Etiquettes and Manners

Interview Skills

Advertisement skills

Group Discussion Skills

Listening Skills

PRE TECHNICAL SKILLS ACQUAIED :

Note making & Note taking

Computer Skills

Accounting skills

Excel work and Billing Skills

Management Skills

Survey Skills



LIST OF SKILLS PLANNING TO BE ACQUIRE DURING INTERNSHIP :

Marketing Management and advertisement techniques

Customer Acquisition skills

Accounting Skills & cost management

Financial Management

Communication skills

Skill of tackle challenges of organization

Punctuality , Loyalty & Passion

Ability to Practical application of theory

PREPRATION DONE BY ME FOR INTENRNSHIP

Study of various HR management Concepts .

Study of Various human resource planning concepts

Study of Team management and allocation of work

Study of HR control and production control information

EXPECTED OUTCOME FROM PROPOSED INTERNSHIP PLAN :

After the successful Completion of this program ...

This program will gives me valuable experience which helps to explore career path .

Developed a right work attitude , self confidence , interpersonal skills and abilities

To Improve the effectiveness and efficiency

Helps to develop pre- acquired skills

To Improves a critical thinking and problem solving skills

ACKNOWLEDGMENT

- I would like to express my sincere gratitude to **Prof. N.D. sontakke** sir to giving me an opportunity to do my internship at Agro plus oil mill, it will be unique experience to work at such educational institute as an intern
- My deepest thank to **Prof. R. sonawane & Prof. S. kardak** sir to giving me proper guidance and necessary advice relating to Proposed internship presentation... I thank him for valuable guidance .
- I sincerely thank to **Mrs. Sangeeta J. Udawant (Owner of Agro plus Oil Mill)** for allow me for internship in their organization I will hope it will be great & Valuable Experience for me .
- Finally , I would like to extend my deep gratitude towards my **family and friends** to encouraging me .





THANK YOU



MARATHA VIDYA PRASARAK SAMAJ'S
GMD ARTS, BW COMMERCE AND SCIENCE COLLEGE, SINNAR.

INTERNSHIP PROGRAMME

THIRD YEAR B. COM. (SEMESTER V)
UNDER CHOICE BASED CREDIT SYSTEM

SUBJECT: MARKETING MANAGEMENT-II&III

OBJECTIVES OF THE INTERNSHIP PROGRAM :

- To acquire the Knowledge, skills and ability of the subject of Marketing Management to seek job opportunity / start up business.
- To Receive valuable work Experience.
- To explore Career path.
- To learn various skills that required to Corporate/ Business.
- To prepare to cope up changing environment
- To make place in Job Market.
- To earn credits as per the university guideline.
- To adopt work culture in a team.
- To understand the responsibility,Accountability

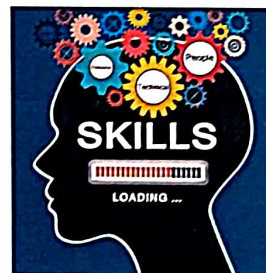


PRE SOFT SKILLS ACQUIRED :

Soft Skills are acquired before Joining Internship this may be helpful for Internship program.

- - Social Etiquettes and Manners
- - Mobile Manners
- - Effective Communication
- - Listening Skills• - Reporting Skills
- - Group Discussion Skills
- - Interview Skills
- - Survey Skills etc.....

With these Skills Computer Skills are possessed.



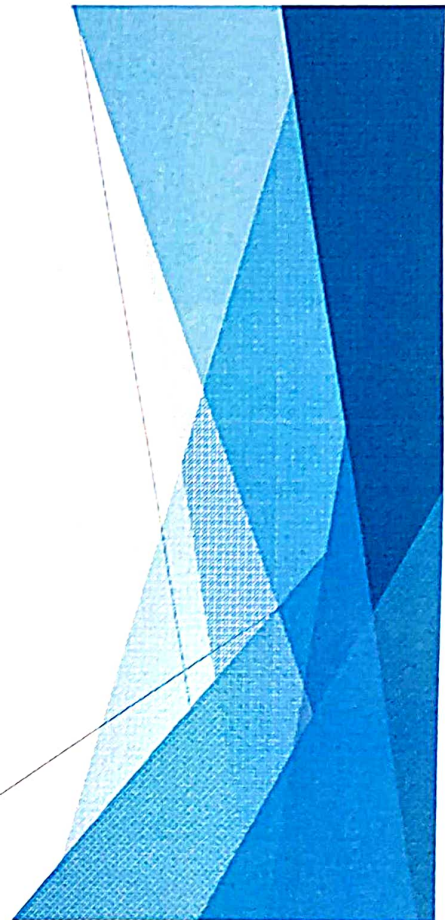
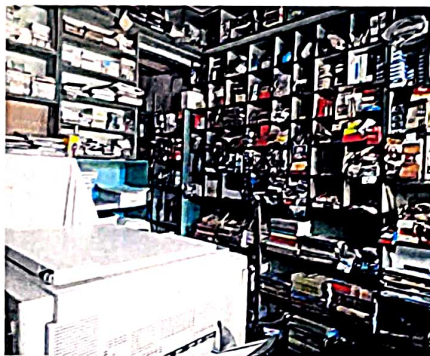
NATURE OF THE INTERNSHIP :

- To undergo sixty hours of practical training in business establishment/company/organization .
- Period (Date:16/02/2023 To 26/02/2023)



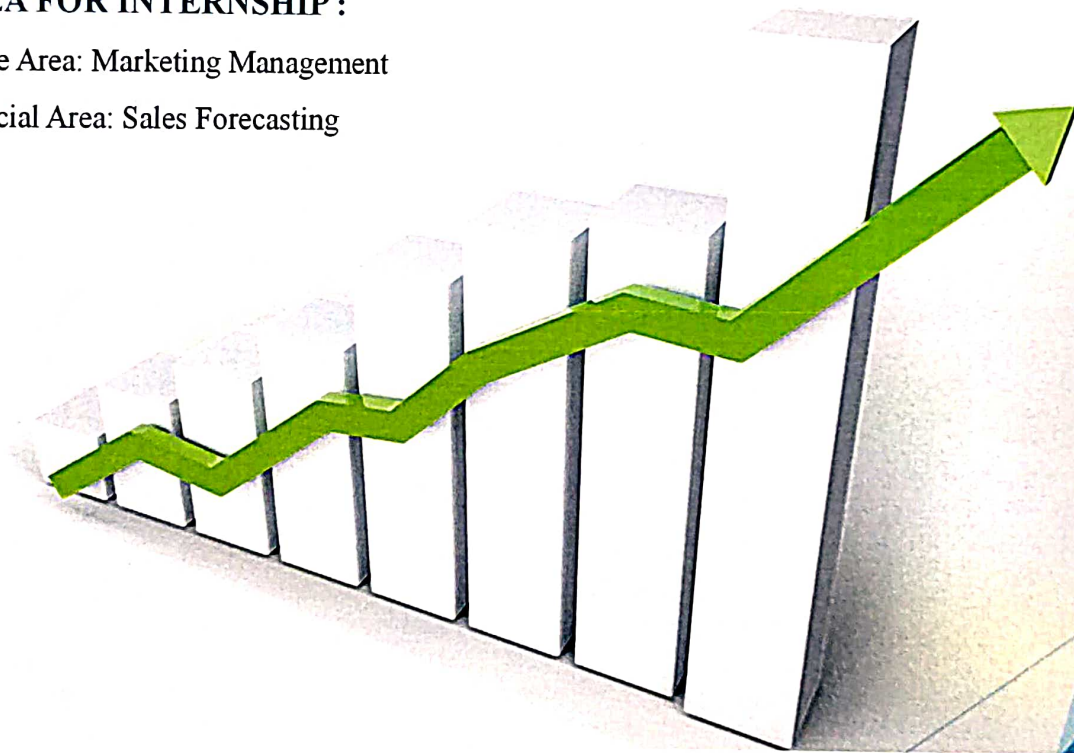
DETAILS ABOUT ORGANIZATION :

- Name of the organization: New Sanket Books & General Stores.
- Address: 309b, Mahalaxmi Road, Lal chauk, Sinnar.
- Nature: Stationary book depot & General store.
- Owner of the Business: Smt. Shital Ajay Ingale.
- About Business: Selling Educational Stationary.
- Turnover: 2.5lakh / Year



AREA FOR INTERNSHIP :

- Core Area: Marketing Management
- Special Area: Sales Forecasting



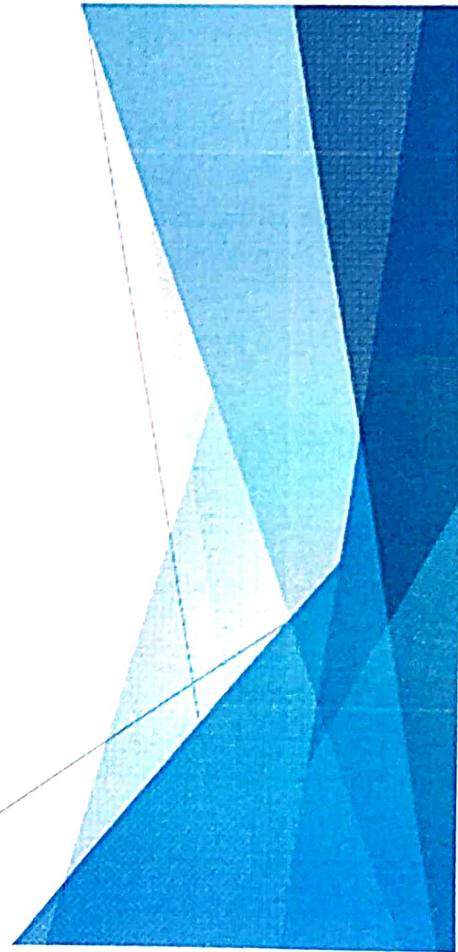
DETAILING :

- Definition of Sales Forecast :

A sales forecast is a projection of future sales revenue and a prediction of which deals will move through the sales cycle. Sales forecasts drive short-term spending decisions and impact decisions on key deals.

- Objective of sales Forecast :

- 1) Sales forecasting enables in determining the production volumes by business thereby accordingly arranging the facilities such as capital, equipment's, manpower, space etc.
- 2) Sales forecasting form the basis for production budget, sales budget, natural budget etc.
- 3) It provides a commitment level to sales department of business which need to be achieved within the specified time period.
- 4) Sales forecasting facilitate business in right decision making by providing relevant market information.
- 5) All decisions related to plant expansion and variations in production mix or whether the resources should be diverted for producing products are taken with the aid of accurate sales forecasting.
- 6) Accurate sales forecasting assists in preparing schedules related to production activities and purchase of materials.
- 7) Sale forecasting guides the production, marketing and several other key business activities leading to accomplishment of pre-established targets.



- Advantages & Disadvantages of Sales Forecast :

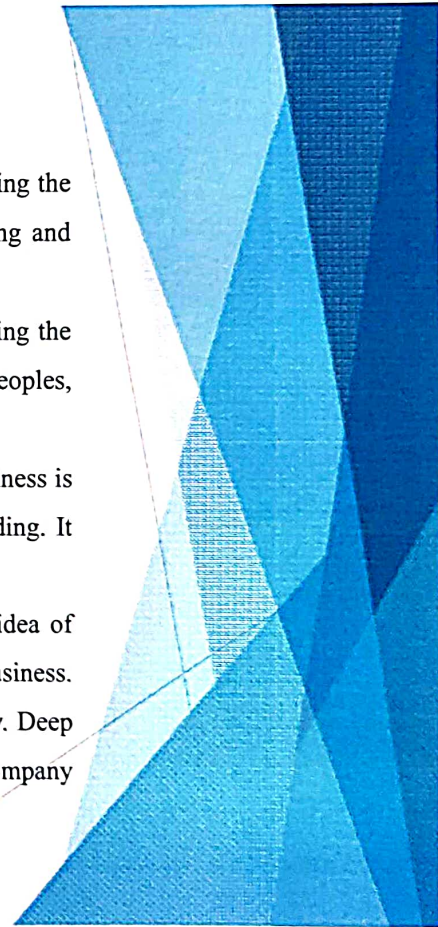
The advantages of sales forecasting are: –

1.Gain of valuable insight: Forecasting provides a valuable insight into business health while analyzing the past and real time data for predicting future demand. This way it gives an opportunity for correcting and making adjustments in business.

2. Decrease cost: Sales forecasting enable companies in decreasing their cost by accurately anticipating the demand of products. Business will focus more on producing those products which are needed by peoples, decreasing the excess inventory level and ultimately leading to raise the profitability.

3.Cash flow: It facilitates company's in maintaining an optimum cash flow at all the times. When business is aware whether its revenue will rise or shrink in nearby future, they can accordingly plan their spending. It will enable companies in taking advantage of expansion opportunities or special deals.

4.Planning: Businesses are able to do their planning in best way possible when they have a good idea of future revenues. Uncertainty serves as an obstruction tool in the growth and expansion way of your business. Performing a reliable forecast enables business in taking advantage out of future changes in economy. Deep analysis about buying trends of customers, economic trends, new products and past revenue of your company serves as an strong basis for effective future planning



- Limitations of Sales Forecasting :

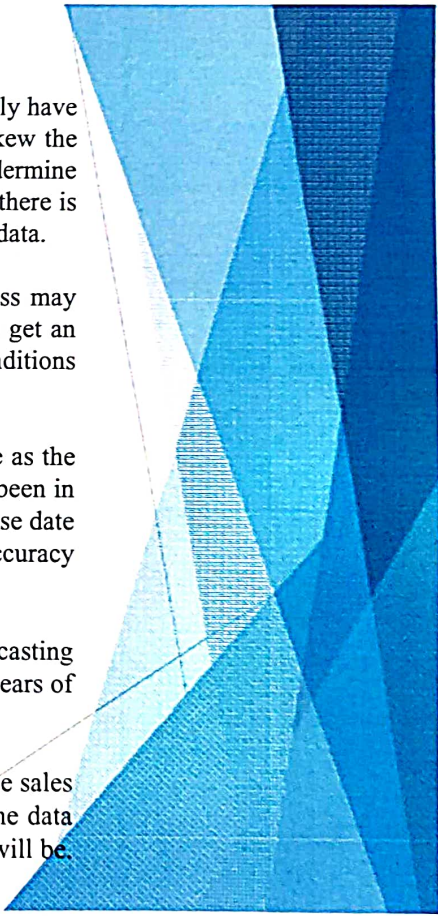
Bias – qualitative forecasting is subjective because it relies on the judgement of experts who inevitably have personal biases. If an expert is too pessimistic or optimistic whilst developing a forecast this can skew the data which results in an inaccurate forecast. In fact, on occasion sales people have a tendency to undermine their forecasts to lower management's expectations. This has become so common in the sales world, there is even an official term for it – sandbagging. The forecast is based on the reps narrative rather than hard data.

Uncertainty – there is no guarantee of what will happen in the future. For example, a new business may expect to grow substantially in the near future but it can be difficult to predict the rate of growth to get an accurate forecast. Certain factors just cannot be predicted such as global pandemics, economic conditions and competitor behavior. Factors that are beyond your control can render your forecasts useless.

Inaccuracy – most traditional forecasts assign weights to each deal stage and these weights increase as the deal gets closer to being won or lost. However, they do not consider the amount of time the deal has been in the pipeline, how engaged the reps are with the stakeholders, the recency of the engagement, if the close date has remained the same or has changed and so on and so forth. Therefore, this type of forecast lacks accuracy as it does not consider these make or break factors.

Lack of Sales History – new businesses or start-ups may find it difficult to forecast sales as sales forecasting models often rely on historical data to predict future sales. Some techniques require a minimum of 2 years of data to provide an accurate forecast.

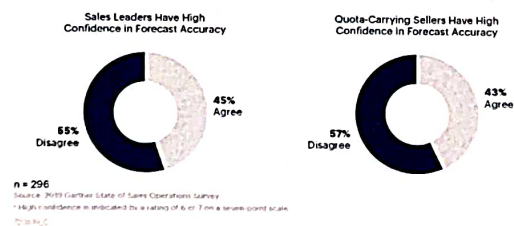
Resource Intensive – a working knowledge of statistics on a range of different areas is required. Some sales forecasting techniques rely on large data sets meaning it can be incredibly time-consuming to find the data needed to complete this forecast. The more data you have access to, the more accurate your forecast will be. On the other hand, the more data you have the more time it takes to prepare a forecast.



• Role of Sales Forecast in Modern Business :

- 1) In uncertain times like these, business leaders would kill to have predictable revenue. Many of them are still grappling with how to forecast revenue for the next year, which is often the starting point for drawing up annual budgets for the organization. With distributed sales teams, businesses are now relying on their ability to forecast, now more than ever, to drive their entire growth strategy.
- 2) Sales forecasting is both a science and an art. Decision makers rely on these forecasts to plan for business expansion and to determine how to fuel the company's growth. So, in many ways, sales forecasting affects everyone in the organization
- 3) Yet for most companies coming up with an accurate sales forecast is still a major challenge. Thanks to inaccurate forecasting methods based on intuition, companies end up having poor visibility into projected sales. According to Clari, a revenue operations platform, 93 percent of sales leaders are unable to forecast revenue within 5 percent, even with two weeks left in the quarter.
- 4) When a company constantly misses its sales forecast it can have a negative impact on its valuation over the long term. Exceeding your forecasts isn't good news either. When you cannot estimate how much revenue you will generate accurately, you can't hire or invest to keep with the growth and that could lead to several missed opportunities.
- 5) Fret not, sales forecasting is no rocket science either. Since you have a ringside view of the business, you probably are in the best place to see where it is going. You just need to put in a repeatable scalable data-driven process in place.

Figure 1: Sales Organizations Lack Confidence in Their Sales Forecasting Processes
Percentage of Respondents Indicating High Confidence in Forecast Accuracy*



LIST OF THE SKILLS :

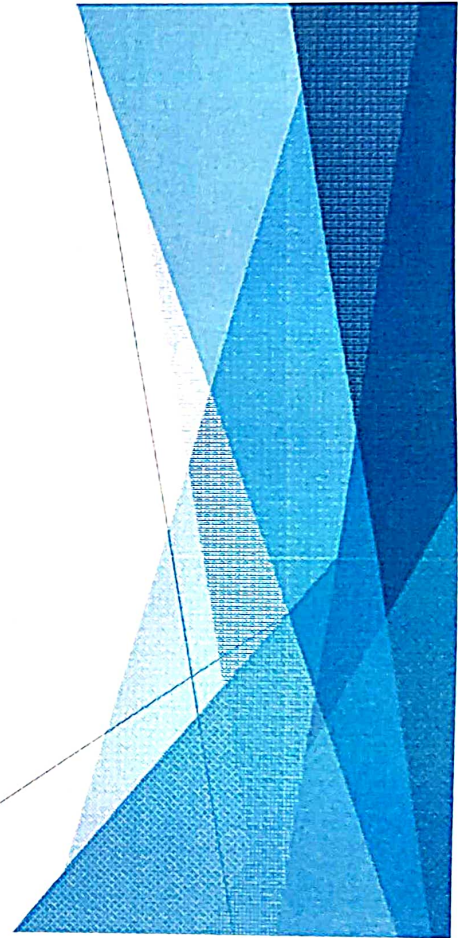
List of the skills that is planning to acquire during internship programme.

1) Primary Skills:

- Regularity/punctuality
- Behavior / soft skills
- Mobilize people and resources
- Ability to put theory into practice
- Ability to take initiative for problem solving
- Commitment to the assigned task
- Team work h. Managerial Skills
- Managerial Skills
- Negotiations

2) Secondary Skills:

- Leadership & the ability to take initiative
- Flexibility
- Problem solving
- Time management



PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM :

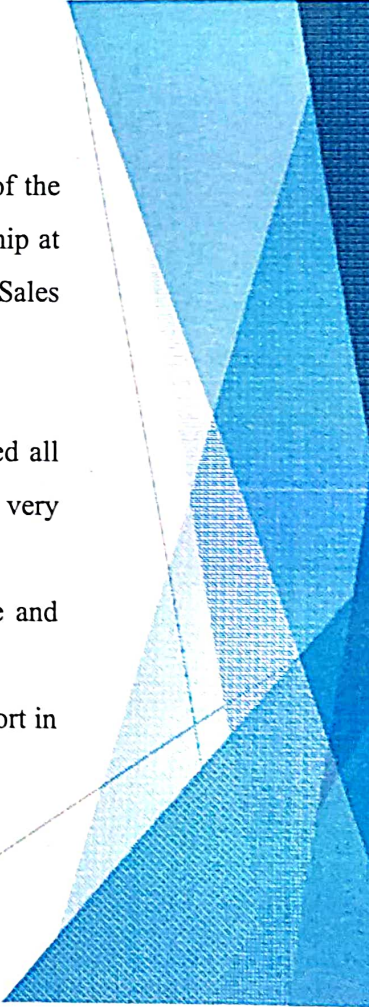
The internship programme will provide valuable work experience . It will help to explore a career path and develop and refine skills that will eventually give an edge in the job market.

Upon successful completion of this Programme :-

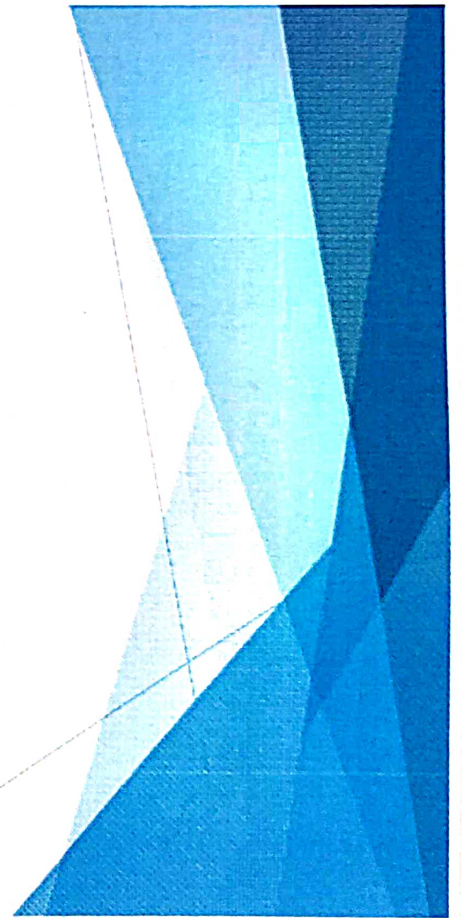
- Demonstrate the application of knowledge and skill sets acquired
- Solve real life challenges in the workplace by analyzing work environment and conditions
- Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral mean
- Exhibit critical thinking and problem solving skills by analyzing underlying issue/s to challenges
- Recommend ideas to improve work effectiveness and efficiency by analyzing challenges and considering viable options
- developed a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real organizational setting.



ACKNOWLEDGMENT :

- First I wish to express my sincere gratitude to our Honorable Principal Dr.P.V.Rasal and Head of the department of Commerce Prof. N. D. Sontakke for providing me an opportunity to do my internship at New Sanket Book Stationary & General Stores. For me, it was a unique experience to study about Sales Forecasting. This internship period was a great chance of learning and professional development.
 - my deepest thanks to Smt.K.S.Shete for giving necessary advice and guidance. She has arranged all facilities to make our internship programme more meaningful. Her PowerPoint Presentations were very useful for me. I thank her for her valuable guidance.
 - I sincerely thank to Owner Smt. Shital Ajay Ingale. For his/her careful and precious guidance and support which was extremely valuable for my study, both theoretically and practically.
 - Finally, I would like to extend my deep gratitude towards my family and my friends for their support in carrying out
- 

THANK
YOU...!!





**MARATHA VIDYA PRASARAK SAMAJ'S
GMD ARTS, BW COMMERCE AND SCIENCE
COLLEGE, SINNAR.**

OBJECTIVES OF THE INTERNSHIP PROGRAM

- To acquire the knowledge, skills and ability of the subject Store Management of Marketing Management to seek job opportunity.
- To receive valuable work Experience.
- To explore the Career Path.
- To learn various skills that required to business.
- To prepare to cope up changing Environment.
To make place in Job Market.

PRE SOFT SKILLS ACQUIRED

Following soft skills are acquired before joining Internship, this may be helpful for Internship Program.

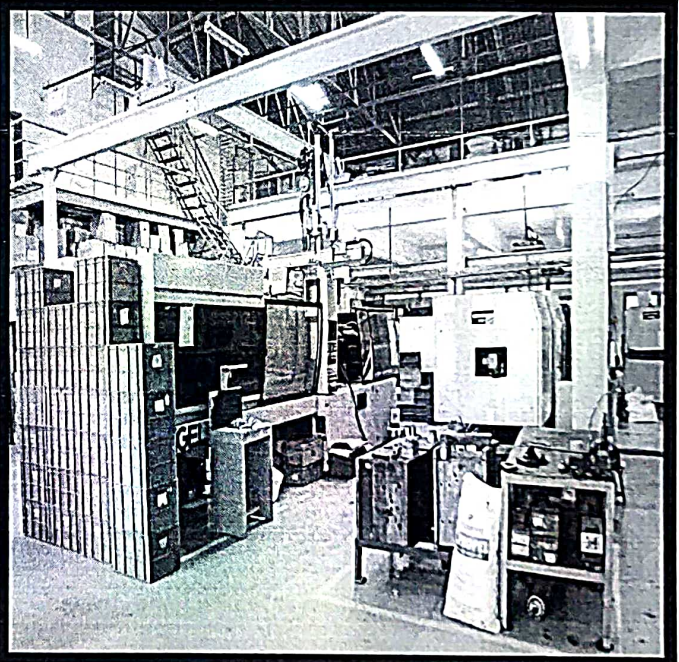
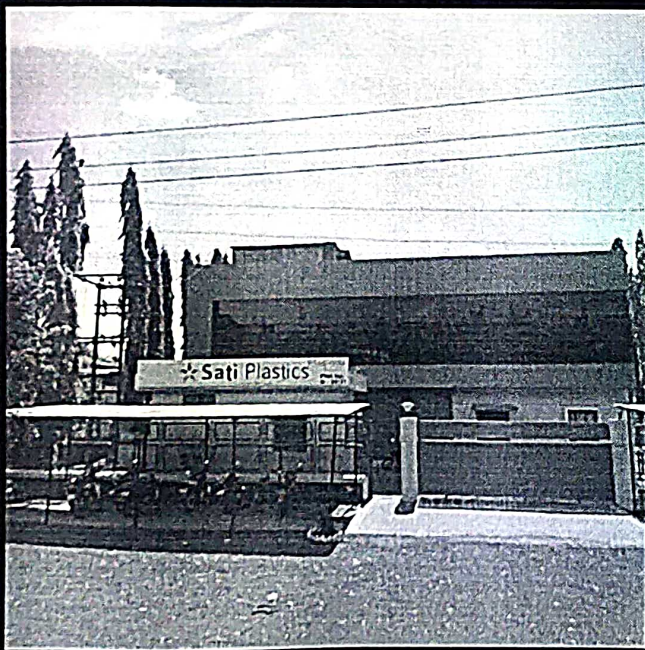
- Social Etiquettes and Manners.
- Mobile Manners.
- Communication Skills.
- Listening Skills.
- Reporting Skills.
- Computer Skills.
- Group Discussion Skills.

DETAILS ABOUT ORGANIZATION

- **Name Of The Organization : Sati Plastic**
- **Address : B-37, MIDC, Malegaon, Sinnar, Nashik.**
- **Nature : Manufacturer**
- **Owner Of The Business : Mr. Aashish Saraf**
- **About Business : Manufacturer Of Plastic Bottles**
- **Turnover : 10-15 Cr. Annually**

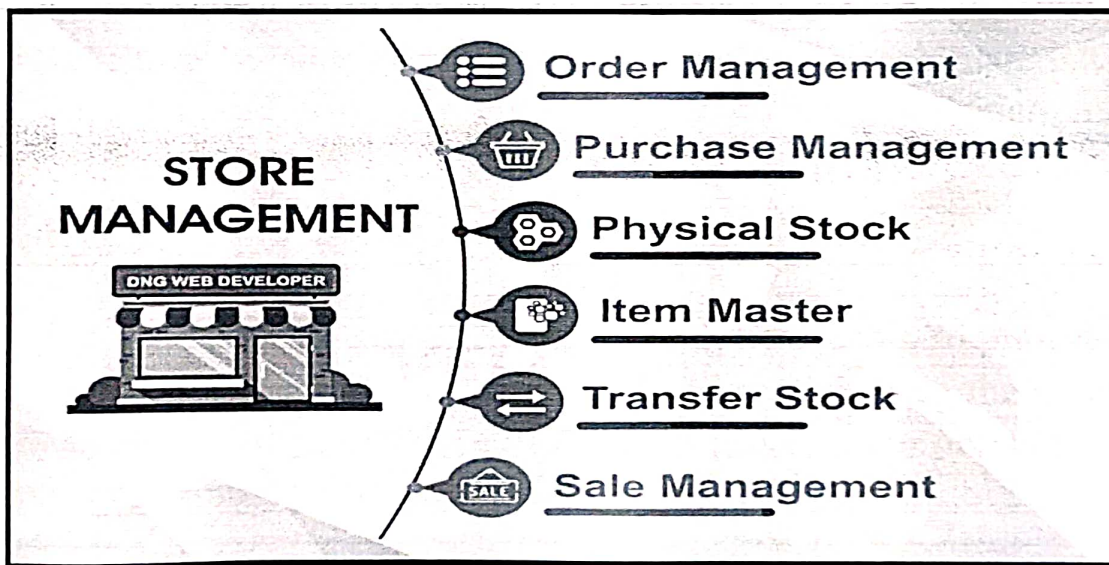


Sati Plastics
Complexity Simplified



AREA FOR INTERNSHIP

- Core Area : Marketing Management
- Special Area : Store Management



DETAILING

● **Store Management**

Meaning :

The stores are very important in carrying out day-to-day operation. Store keeping's basic function is to receive the materials, recognize, place the same and issue the raw materials on the requisition made by the respective department.

Definition :

“ Store management is to receive materials, to protect them while in storage from damage and unauthorized removal, to issue the materials in the right quantities, at the right time to the right place and to provide these services promptly and at least cost. ”

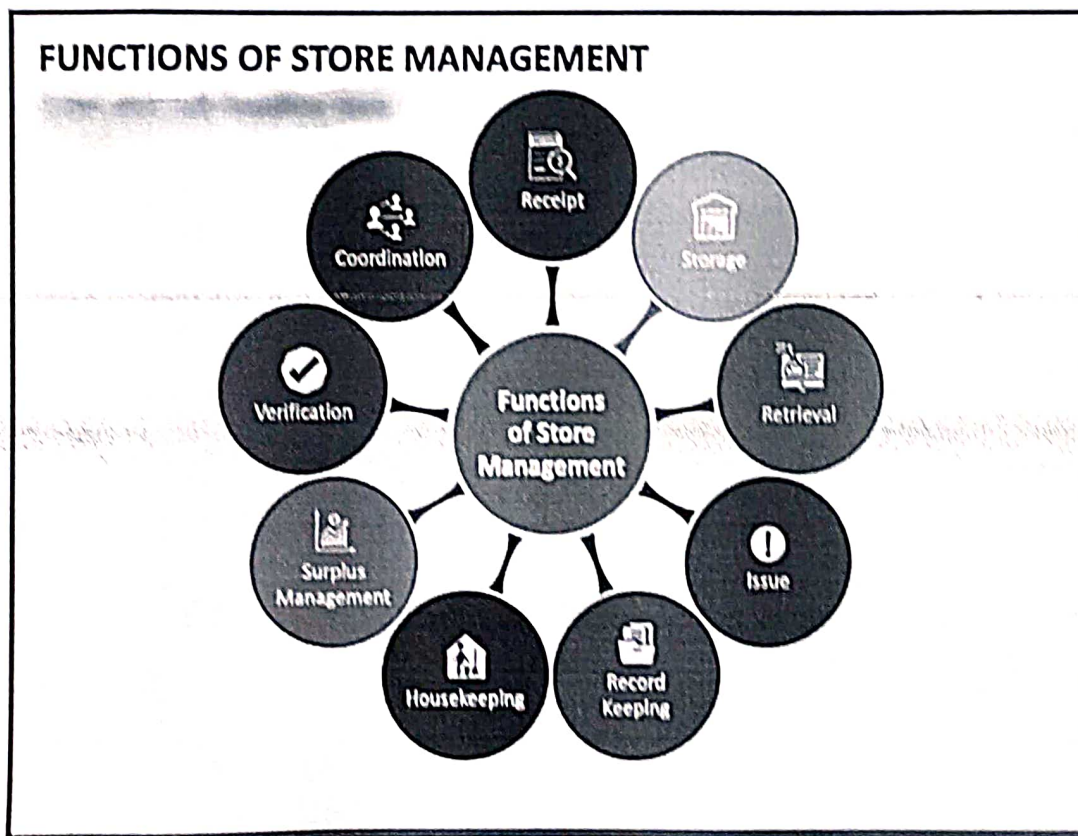
Objective Of The Store Management



Importance Of Store Management



Functions Of Store Management



LIST OF THE SKILLS

A. Primary Skills :

- Punctuality
- Soft Skills
- Ability to put theory into practice
- Ability to take initiative for problem solving
- Commitment to the assigned task
- Teamwork

B. Secondary Skills :

- **Leadership**
 - **Decision Making**
 - **Flexibility**
 - **Problem Solving Skills**
 - **Computer Skills**
 - **Time Management**
-

PREPARATION DONE BY ME BEFORE JOINING THE INTERNSHIP PROGRAMME

- **Soft Skills Program Completed.**
- **MS-CIT Course Completed.**
- **Tally ERP 9 With GST Course Completed.**
- **Typing in English Language Course Completed**

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function in the economy.
- Build a record of work experience.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the job interview process.

ACKNOWLEDGMENT

- First I wish to express my sincere gratitude to our Honorable Principal Dr. P. V. Rasal Sir and Head of the department of Commerce Prof. N. D. Sontakke Sir for providing me an opportunity to do my internship at Sati Plastic. For me, it was a unique experience to study about Store Management. This internship period was a great chance of learning and professional development.
- My deepest thanks to Smt. K. S. Shete Madam for giving necessary advice and guidance. She has arranged all facilities to make our internship Program more meaningful. Her Power Point Presentation were very useful for me. I thank her for her valuable guidance.
- I sincerely thank to Owner Mr. Aashish Saraf Sir for his careful and precious guidance and support which was extremely valuable for my study, both theoretically and practically.
- Finally, I would like to extend my deep gratitude towards My Family and My Friends for their support in carrying out this work successfully.

THANK

YOU...!



MARATHA VIDYA PRASARAK SAMAJ'S
GMD ARTS ,BW COMMERCE AND SCIENCE COLLEGE SINNAR.

INTERSHIP PROGRAMME

THRD YERA B.COM.(SEMESTER V)
UNDER CHOICE BASED CREDIT SYSTEM
SUBJECT :MARKETING MANAGEMENT II & III

OBJECTIVES OF THE INTERNSHIP PROGRAM

1. To acquire the knowledge, skills and ability of the subject market demand of marketing management to seek job opportunity/start up business.
2. To identify and analyze a target market.
3. To make place in job market.
4. To earn credits as per the university guideline.
5. To explore career path.
6. To identify and report on issues affecting diversity in the workplace.
7. To receive valuable work experience.
8. To understand the responsivility , Accountability.

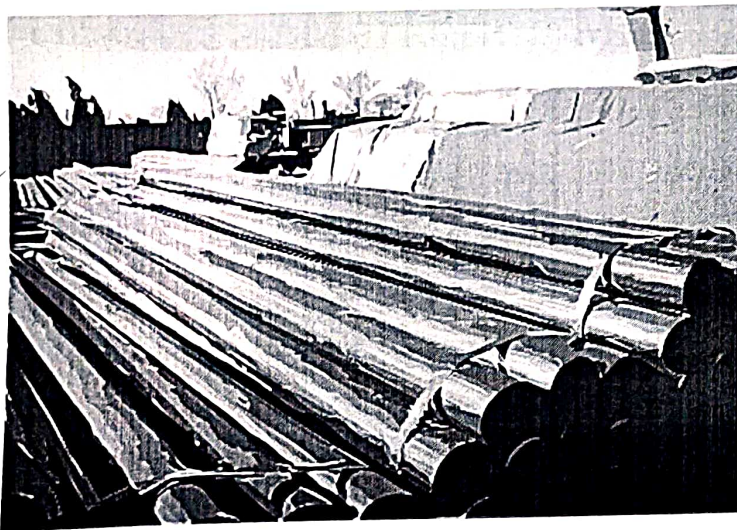
PRE SOFT SKILLS ACQUIRED

Soft skill are acquired before joining internship this may be helpful for internship program.

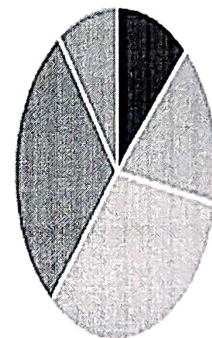
1. Interview skills
2. Listening skills
3. Reporting skills
4. Survey skills
5. Social etiquettes and manners
6. Group discussion skills
7. Effective communication
8. Analysis data
9. Mobile manners
10. Computer skills

DETAILS ABOUT ORGANIZATION

- ❖ Name of the organization: Sai steel cement ltd
- ❖ Address : Sinnar
- ❖ Nature : steel and cement company
- ❖ Owner of the business : 1] Mr. Sachin Mule
2] Mr. Yogesh Jaju
- ❖ About business : trading [sale of cement and steel]
- ❖ Turnover : Five Crore



Global stainless steel market share, by application, 2013 (%)



- Building & Construction
- Automotive & Transportation
- Consumer Goods
- Heavy Industry
- Others

Source: VFA, 2014

AREA FOR INTERNSHIP

Core Area : Marketing Management

Special Area : Market Demand

DETALING

Details of the various subject specific concepts learnt by the student before joining the internship.

Meaning:

market demand is the aggregate of the individual demand for a commodity from purchasers in the marketplace , if more purchasers enter the marketplace , and they have the capability to pay for commodities on sale, than the market demand at each cost price degree will increase.

Definition :

" Market demand is how much consumers want a product for a given period of the time. "

OBJECTIVE

1. To find new business opportunity
2. To make a production and customer approach
3. To make customers satisfaction
4. To find out cost effective methods
5. To increase the customer leads
6. To identify high value audiences
7. To manage manpower planning
8. To find out capital expenditure
9. To do financial planning
10. To proceed manufacturing policy

Functions

1. Market demand is useful for the sales promotion.
2. Market demand in the research stage, marketers uncover consumer behaviours and practices.
3. Market demand involves planning for new products and analysing exiting ones to find out if there is still a market for them.
4. Market demand help the management to make important decision.
5. Market demand represents the total quantity of a goods demanded by the all individuals at each price.

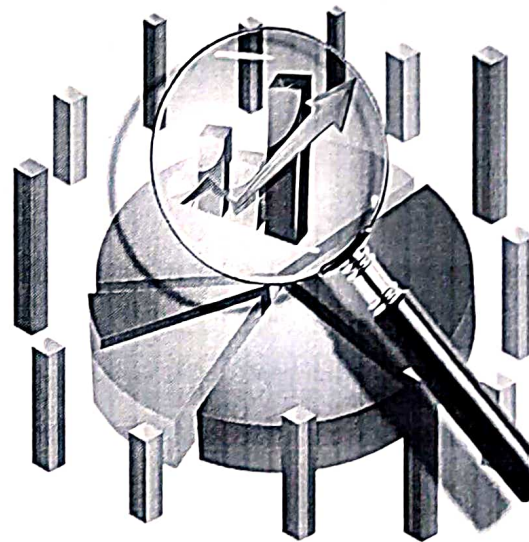
ADVANTAGES & DISADVANTAGES

ADVANTAGES :

1. Better qualified leads.
2. To stay Ahead of competition.
3. To increased revenue.
4. To better Engagement and stronger Relationships.
5. To better competition encourages good quality goods .

DISADVANTAGES

1. Some firms try to monopolize markets ; conspiring and price fixing .
2. The main disadvantages of market demand is it's create environmental.
3. Consumers can be manipulated by advertising.
4. Extreme income inequality can exist.
5. Prices and incomes may not reflect what is best for society.



SOFT OF THE SIKLL

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

☐ Primary skills:

1. Mobilize people and resources
2. Ability to put theory into practice
3. Team work
4. Behavior/ soft skills
5. Regularity / punctuality

☐ Secondary skills

1. Problem- solving
2. Work ethic
3. Time management
4. Creativity
5. Adaptability

A NOTE ON THE PREPARATION DONE BY THE STUDENT BEFORE JOINING THE INTERNSHIP PROGRAM

- To complete all computer classes related to job (Example – MSCIT , Tally, Advanced Excel)
- Self- learning
- Review the offer letter and position and description
- I improve my social media marketing skills
- I improve my creativity and leadership quality

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

The internship program 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 .

(write some outcomes as your experience during the internship program)

For e.g. Upon successful completion of this program:

- ☐ Demonstrate the application of knowledge and skill sets acquired
- ☐ Solve real life challenges in the workplace by the analyzing work environment and condition
- ☐ Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral mean
- ☐ Exhibit critical thinking and problem solving skills by analyzing underlying issues to challenges
- ☐ Recommend ideas to improve work effectiveness efficiency by analyzing challenges and considering viable options
- ☐ Developed a right work attitude , self – confidence, interpersonal skills and ability to work as a team in a real organizational setting .

ACKNOWLEDGMENT

- First I wish to express my sincere gratitude to our Honorable Principal Dr.P.V .Rasal and head of the department of Commerce Prof .N .D .Sontekke for providing me an opportunity to do my internship at Sai steel and cement company for me , it was unique experience to study about market Demand .this internship period was a great chance of learning and professional development .
- My deepest thanks to Smt .K.S .Shete for giving necessary advice and guidance. She has arranged all facilities to make our internship program more meaningful .her power point presentations were very useful me .I thank her for her valuable guidance .
- I sincerely thank to Owner Mr. Sachin Mule. For his careful and precious guidance and support which was extremely valuable for my study , both theoretically and practically.
- Finally ,I would like to extend my deep gratitude towards my family and my Srushti and komal for their support in carrying out .





MARATHA VIDYA PRASARAK SAMAJ 'S

GMD ARTS, BW COMMERCE AND SCIENCE COLLEGE, SINNAR.

INTERNSHIP PROGRAMME

THIRD YEAR B. COM. (SEMESTER V)

UNDER CHOICE BASED CREDIT SYSTEM

SUBJECT: MARKETING MANAGEMENT-II



OBJECTIVES OF THE INTERNSHIP PROGRAM

- To acquire the Knowledge, skills and ability of the subject **Advertising** of Marketing Management to seek job opportunity /start up business.
- To be prepared to face a Changing environment.
- To learn about Professionalism and Leadership.
- To Gain Practical Knowledge.
- To Explore Career opportunities.
- To learn various skills that required to Corporate/ Business.
- To Receive valuable work Experience
- To make place in Job Market.
- To earn credits as per the university guideline.
- To Build a Network of Contact.
- To understand the responsibility,Accountability.

PRE SOFT SKILLS ACQUIRED

Soft Skills are acquired before Joining Internship this may be helpful for Internship program.

Social Etiquettes and Manners

Interpersonal Skills

Mobile Manners

Teamwork

Adaptability

Problem solving skills

Effective Communication

Listening Skills

Reporting Skills

Group Discussion Skills

Interview Skills

Survey Skills etc.....

With these Skills Computer Skills are possessed.



DETAILS ABOUT ORGANIZATION

- ❖ **Name of the organization: Shri Swami Samarth Multiservices**
- ❖ **Address: Shop No.21 Ganga Ves, Naigaon Road, Sinnar**
- ❖ **Nature: Cyber Cafe**
- ❖ **Owner of the Business: Mr. Harshal Ugale (Proprietor)**
- ❖ **About Business: Cyber Cafe (Rendering all types of online Services & Form Fillings)**
- ❖ **Turnover: 4.5 Lakh/ Year**
- ❖ **Market Share: 5%**



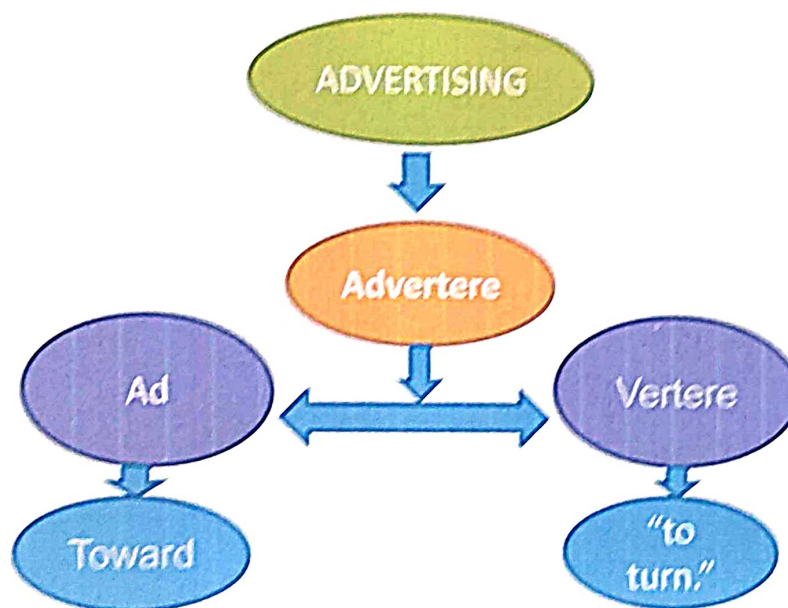


AREA FOR INTERNSHIP

- **Core Area: Marketing Management**
- **Special Area: Advertising**

DETAILING

- Meaning of Advertising
- The word advertising comes from the Latin word "advertere" meaning "to turn one's attention to (something)"



Defination of Advertising

1. American Marketing Association has defined advertising as "any paid form of non-personal presentation of ideas, goods and services by an indentified sponsor".
2. According to Webster, "Advertising is to give public notice or to announce publicity".

Objectives of Advertising



Functions of Advertising

**Identifying
Brands and
Products**

**Providing
Information
to Consumers**

**Persuading
Consumers to
Purchase**

**Previewing
New Trends**

**Generating
Product
Demand**

**Building a
Customer
Base**

**Displaying
Competitive
Pricing**

❖ Advantages of Advertising:

- ❑ Creates Goodwill
- ❑ Increases Market
- ❑ Consumer Awareness
- ❑ Launch of a new Product

THE VARIOUS
**ADVANTAGES &
DISADVANTAGES**
OF ADVERTISING



❖ Disadvantages of Advertising:

- ❑ Increases Cost
- ❑ Mislead People
- ❑ Impersonal
- ❑ Encourage Monopoly



LIST OF THE SKILLS

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

1. Primary Skills:

- Regularity
- soft skills
- Contact Building Network
- Creative Thinking
- Ability to put theory into practice
- Commitment to the assigned task
- Team work
- Ability to take initiative for problem solving
- Managerial Skills
- Negotiations

2. Secondary Knowledge:

- Marketing, sales and customer service
- Contact Building Network
- Creative Thinking
- Administrative Skill
- Delegation and time management
- Presentation Skill
- Effective Communication
- Leadership
- Co-ordination
- Computer Skill
- Technical Skill
- Networking

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

The internship programme 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.

Upon successful completion of this Programme :-

- Apply the knowledge and skill sets I have learned.
- Workplace problems can be resolved by examining the working environment and conditions.
- Use written and spoken means of communication to collaborate with other professionals in the workplace in a suitable and successful manner.
- Examine the underlying problem and challenges with tasks to reflect critical thinking and problem-solving abilities.
- Recommend ideas to improve work effectiveness and efficiency by analyzing challenges and considering viable options.
- Developed a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real organizational setting.

ACKNOWLEDGMENT

First I wish to express my sincere gratitude to Honorable Principal Dr.P. V. Rasal and Head of our department of Commerce Prof. N. D. Sontakke for providing me an opportunity to do my internship at Shree Swami Samarth Multiservices For me, it was a unique experience to study about Advertising. This internship period was a great chance of learning and professional development.

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Thank You!

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G.M.D.ARTS,B.W.COMMERCE & SCIENCE COLLEGE, SINNAR

INTERNSHIP PROGRAMME

THIRD YEAR B.COM (SEMESTER V)
UNDER CHOICE BASED CRRDIT SYSTEM

SUBJECT :- MARKETING MANAGEMENT – II & III

OBJECTIVES OF THE INTERNSHIP PROGRAM

- To acquire the Knowledge, skills and ability of the subject of Marketing Management to seek job opportunity / start up business.
- To Receive valuable work Experience.
- To explore Career path.
- To learn various skills that required to Corporate/ Business. • To prepare to cope up changing environment
- To make place in Job Market.
- To earn credits as per the university guideline
- To adopt work culture in a team.
- To understand the responsibility,Accountability.

PRE SOFT SKILLS ACQUIRED

Soft Skills are acquired before Joining Internship this may be helpful for Internship program.

- Social Etiquettes and Manners
- Mobile Manners
- Effective Communication
- Listening Skills
- Reporting Skills
- Group Discussion Skills
- Interview Skills
- MSCIT
- MARATHI & ENGLISH TYPING

DETAILS ABOUT ORGANIZATION

- Name of the organization: Shree Computers Center
- Address: Sinnar
- Nature: Computer Institute
- Owner of the Business: Mrs. Suvarna Rahane Mam
- About Business: Computer Education
- Turnover: 5 lakh / year
- Market Share: 90 %





A note on the preparation done by me before joining the internship

- a. Completion of soft skills program,**
- b. Completion of a certificate / diploma in related area,**
- c. Previous job experience in related area.**

AREA FOR INTERNSHIP

- Core Area: Marketing Management
- Special Area: Advertising.

- **Benefits and limitations of Advertising :** Advertising adds perception utility to the product , Advertising helps the consumer in making the purchase decision
- **Role of Advertising in Modern Business :** Advertising is important For every of a business .The sole purpose of a business is to sell products and services to earn profit . Advertising is important for the success of a business

LIST OF THE SKILLS

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

1. Primary Skills:

- Regularity/punctuality
- Behavior / soft skills
- Mobilize people and resources
- Ability to put theory into practice
- Ability to take initiative for problem solving
- Commitment to the assigned task
- Team work
- h. Managerial Skills
- Negotiations

2. Secondary Skills: ...Related your Subject

- Good Communication
- Ability to rapidly build relationship & setup Trust.
- Handling Power

THANK YOU



MARATHA VIDYA PRASARAK SAMAJ'S

GMD ARTS, BW COMMERCE AND SCIENCE COLLEGE, SINHAGAON

INTERNSHIP PROGRAMME

THIRD YEAR B.COM (SEMESTER V)

UNDER CHOICE BASED CREDIT SYSTEM -2021

SUBJECT- BUSSINESS ENTRAPRENEURSHIP II & III

OBJECTIVES OF THE INTERNSHIP PROGRAMME

- To acquire the knowledge, skills and ability of the subject of Business entrepreneurship to seek job opportunity / start up business.
- To increase communication skill and connect with people.
- To take ideas for developing business.
- To choice the path of career.
- To receive valuable work experience.
- To earn credit as per the university guidelines.
- To understand the responsibilities of business

PRE SOFT SKILL ACQUIRED

Soft Skills are acquired before joining internship. This may be helpful for internship program.

- Better and effective communication
- Better marketing knowledge
- Mobile manner
- Interview skill
- Management skill
- Listening skill
- Ability to solving problems, etc...

With this Skills Computer Skills are processed.

NATURE OF THE INTERNSHIP

- NAME OF ORGANIZATION - SINNAR CITY FRESH BAZAR, SINNAR
- ADDRESS - LAL CHOWK, SINNAR
- NATURE - SHOPPING MALL
- MANAGER - Mr. VISHAL GUJRATHI
- ABOUT BUSINESS - SHOPPING MALL (Sale all types of food, Grocery, plastic materials, vegetables, etc.
- TURNOVER - 19 Lakh /Year



AREA FOR INTERNSHIP

CORE AREA - Business Entrepreneurship

SPECIAL AREA - Day to Day Management

WHAT TASKS WOULD VIRTUAL ASSISTANTS PERFORM FOR YOU?

TIME MANAGEMENT

VIRTUAL AUDIO/VIDEO
TRANSCRIPTIONIST



EMAIL MANAGEMENT
AND MARKETING

VIRTUAL CONTENT
WRITING



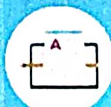
STORING AND
ORGANIZING FILES

VIRTUAL WEB DEVELOPING



ADMINISTRATIVE
TASK MANAGEMENT

VIRTUAL WEB/GRAPHIC
DESIGNING



BLOG MANAGEMENT

 MyTasker

VIRTUAL SEO MARKETER

DETAILING

Details of the various subject specific concepts learnt by the student before joining the internship.

- **Definition and meaning of Management**
- **Objectives of Management**
- **Functions of Management**
- **Benefits and limitations of Management**
- **Role of Management in Modern Business**

ALLOCATION OF 60 HOURS

SR No.	From	To	Hour
1.	1 March	12 March	60 Hour

SR No.	Date	Hour	Activity
1.	1 March	5 hour \times 1 day = 5 hour	Introducing Organization
	2 March	5 hour \times 1 day = 5 hour	Taking Information about Management from Organization
	3 March	5 hour \times 1 day = 5 day	Planning of Management
	4 March	5 hour \times 1 day = 5 day	Taking Information about profits and losses in Organization
	5 March	5 hour \times 1 day = 5 day	Choices of Consumer

SR No.	Date	Hour	Activity
6.	6 March	5 hour \times 1 day = 5 hour	Training of work
7.	7 March	5 hour \times 1 day = 5 hour	Problems of Customer
8.	8 March	5 hour \times 1 day = 5 hour	Information about Sale-Purchase
9.	9 March	5 hour \times 1 day = 5 hour	Fluctuations in commodities price
10.	10 March	5 hour \times 1 day = 5 hour	Experience in work of Business
11.	11 March	5 hour \times 1 day = 5 hour	Study of new challenges in Management
12.	12 March	5 hour \times 1 day = 5 hour	Annual Financial Planning

LIST OF THE SKILLS

List of the skill that is planning to acquire during internship program.

1. Primary Skills :

- Ability to take initiative for problem solving
- Commitment to the assigned task
- Work in a group
- Ability to put theory and ideas into practice

2. Secondary Skills :

- Marketing knowledge
- Connecting people with our good performance
- Management skills



**GMD ARTS,BW COMMERCE AND SCIENCE
COLLAGE,SINNAR**

INTERNSHIP PROGRAMME

THIRD YEAR B. COM. (SEMESTER V)

UNDER CHOICEBASED CREDIT SYSTEM

SUBJECT: BUSINESS ENTTPRENEURSHIP

CORE SUBJECT – BUSINESS ENTREPRENEURSHIP

**CORE TOPIC – Preparation of bankable project report for new start-up of
soap making business**

under Supervision of
KANCHAN KUNDE AND ASSOCIATE
(TAX CONSULTANT)

Proposed Business Name
Om Sai soap factory

❑ OBJECTIVES OF THE INTERNSHIP PROGRAM

- I. To acquire the Knowledge, skills and ability of the subject of Business Entrepreneurship to seek job opportunity/ start up business.
- II. To Receive valuable work Experience.
- III. To explore Career path.
- IV. To learn various skills that required to Corporate/ Business.
- V. To prepare to cope up changing environment
- VI. To make place in Job Market.
- VII. To earn credits as per the university guideline. To adopt work culture in a team.
- VIII. To understand the responsibility.Accountability

☐ PRE SOFT SKILLS ACQUIRED

Soft Skills are acquired before Joining Internship this may be helpful for Internship program.

- I. Social etiquettes and Manners
- II. Mobile Manners
- III. Effective Communication
- IV. Listening Skills
- V. Reporting Skills
- VI. Group Discussion Skills
- VII. Interview Skills
- VIII. Survey Skills etc.....

With these Skills Computer Skills are possessed.

☐ LIST OF THE SKILLS

❖ Primary Skills:

- I. Regularity/punctuality
- II. Behaviour / soft skills
- III. Mobilize people and resources
- IV. Ability to put theory into practice
- V. Commitment to the assigned task
- VI. Team work
- VII. Managerial Skills
- VIII. Negotiations

❑ Profile OF ORGANIZATION

Kanchan Kunde and associates

Nature – Tax consulting and book keeping service

Ownership – proprietor

Proprietor – Mrs. Kanchan Kunde

No . of employees – 6

No . Of clients – more than 150

- Services offered – book – keeping
- taxation
- project preparation
- business support services

□ Profile of organisation

Om sai soap factory

(proposed)

Nature – manufacturing

Ownership – proprietor

Proprietor – Vilas damodhar sahane

No . Of employees – 28

Capital investment - fixed capital - 25.00 lakhs

working capital – 70.00 lakhs

total - 95.00 lakhs

Turnover pre annum – 50% capacity 1st year

3.00 crores

DATE	10.00 AM – 5.00 AM	Introduction with entrepreneur and general information from entrepreneur as new business
1 MAR – 3 MAR		Introduction with entrepreneur to get information about proposed unit
4 MAR – 6 MAR		Preparing list of land, machinery, equipments, labours, marking and office staff suppliers and large customers
7 MAR – 10 MAR		Preparing general thermotical information about business for project purpose and quotations
11 MAR – 13 MAR		Preparing projected financial statement
14 MAR – 15 MAR		Preparing and verifying analysis of financial statements for bankable purpose

☐ Proposed Outcomes

- I. This Internship allow me to get job oriented competent knowledge.
- II. This allow to learn communication skill.
- III. Allow me to learn analytical skill of situation, Financial Statements.

ACKNOWLEDGMENT

First I wish to express my sincere gratitude to Prof. N. D. Sontakke for providing me an opportunity to do my internship at. For me, it was a unique experience to study about Human Resource Management. This internship period was a great chance of learning and professional development.

my deepest thanks to Prof. R.N.SONAWANE & PROF. S.S.TAVADY for giving necessary advice and guidance. He has arranged all facilities to make our internship programme more meaningful. His research papers and PowerPoint Presentations were very useful for me. I thank him for his valuable guidance.

I sincerely thank friends for her careful and precious guidance which was extremely valuable for my study, both theoretically and practically. Finally, I would like to extend my deep gratitude towards my family and my friends for their support

in carrying out this work successfully.

THANKS

Seat no . 99926



G.M.D.Arts, B.W.Commerce and Science College

Internship program
Under Choice Based Credit System T Y Bcom (Sem V)
Subject : Business Entrepreneurship



G.M.D.Arts, B.W.Commerce and Science College

Contents

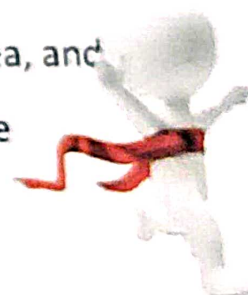
- What is business entrepreneurship?
- Objectives
- Prior Skills
- Details of the organization
- Sector
- Product of the company
- List of skills
- Proposed result
- Acknowledgement





What is business entrepreneurship?

- Creation of a new economic organization, or a new activity area in an existing business.
- Taking initiative by a person, referred to as an entrepreneur, whose goal is to implement a business idea and ultimately make money from it.
- Sometimes the distance between the idea, even if it is a good idea, and its actual implementation, is a very large distance. The role of the entrepreneur is to find a way to put the idea into practice.

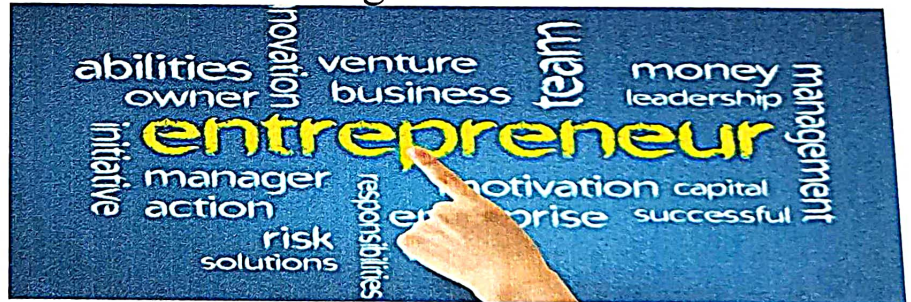




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Objectives

- To gain experience in a new field.
- To find new carrier path.
- To acquire various skills required for business.
- To earn credits as per university guideline .
- To know new technology used in business for growth.





G.M.D.Arts, B.W.Commerce and Science College

Prior Skills

- Listening skills
- Reporting skills
- Group discussion skills
- Interview skills
- Computer skills
- Effective communication





G.M.D.Arts, B.W.Commerce and Science College

Details In The Organization

- **Name of Organization** : Santu AEE Industries
- **Address** : B-146, Musalgaon MIDC, Sinnar.
- **Business Owner** : Swapnil B Dalvi
- **Product of Company** : PVC Heat Shrinking sleeves/Films/Pouches
- **Annual Turnover** : 2-5 Cr
- **Nature of Business** : Manufacturer



G.M.D.Arts, B.W.Commerce and Science College

Sector

- Main Sector : Business Entrepreneurship
- Field : Human Resource Planning





G.M.D.Arts, B.W.Commerce and Science College

Details

- Policy on planning work
- Security of planning work
- Health and risk planning
- Total more than 300 employees



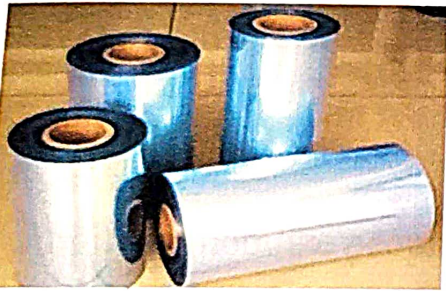
G.M.D.Arts, B.W.Commerce and Science College





G.M.D.Arts, B.W.Commerce and Science College

PVC Labels and films



PVC heat shrinking sleeves



PVC Shrink Label

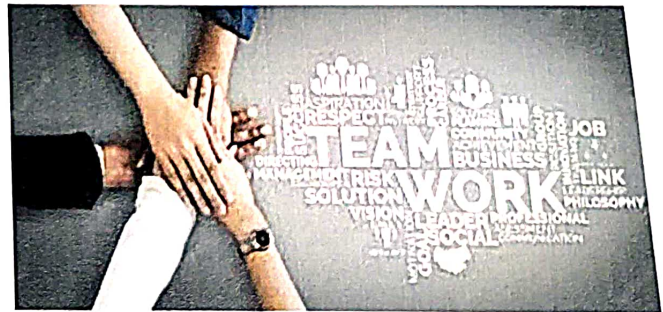




G.M.D.Arts, B.W.Commerce and Science College

List of Skills

- Regularity
- Punctuality
- Conduct
- Ability to mobilize people and resources
- Ability to take initiative to solve the problems
- Commitment to assigned the work
- Teamwork





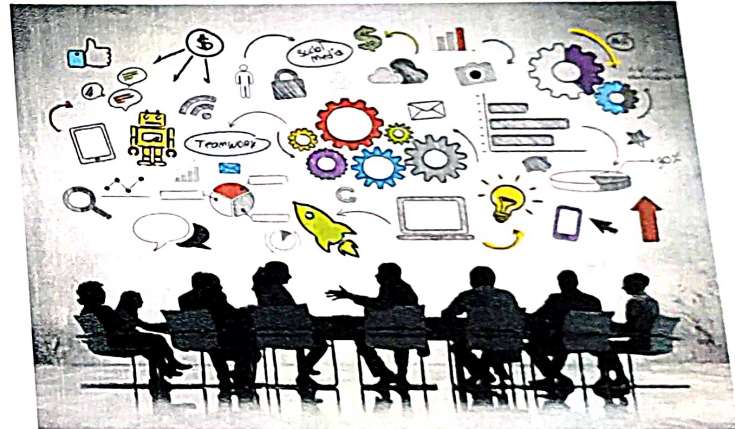
G.M.D.Arts,

Proposed Results

- Regularity
- Punctuality
- Conduct
- Ability to mobilize people and resources
- Ability to take initiative to solve the problems
- Commitment to assigned the work
- Teamwork



- Regularity
- Punctuality
- Conduct
- Ability to mobilize people and resources
- Ability to take initiative to solve the problems
- Commitment to assigned the work
- Teamwork





G.M.D.Arts, B.W.Commerce and Science College

Acknowledgement

- First and foremost, my deepest and sincere thanks to our honorable principal Dr P V Rasal sir for motivating and providing opportunity to do internship. We sincerely acknowledge for co-operation extended towards head of department as well as Guide Prof. R N Sonawane and Prof. S S Tavde for his moral support and encouragement.
- And finally I would like to say that, doing internship was a great experience and thanks to all staff members of department of commerce for support.



G.M.D.Arts, B.W.Commerce and Science College

THANK YOU !!!



15

**GMD ARTS, BW COMMERCE AND SCIENCE
COLLEGE, SINNAR.***

**INTERNSHIP PROGRAMME
THIRD YEAR B. COM. (SEMESTER V)
UNDER CHOICE BASED CREDIT SYSTEM
SUBJECT: BUSINESS ENTREPRENEURSHIP***

OBJECTIVES OF THE INTERNSHIP PROGRAM

- To acquire the Knowledge, skills and ability of the subject of Business Entrepreneurship to seek job opportunity / start up business.
- To Receive valuable work Experience.
- To explore Career path.
- To learn various skills that required to Corporate/ Business.
- To prepare to cope up changing environment
- To make place in Job Market.
- To earn credits as per the university guideline.
- To adopt work culture in a team.
- To understand the responsibility, Accountability

PRE SOFT SKILLS ACQUIRED

Soft Skills are acquired before Joining Internship this may be helpful for Internship program.

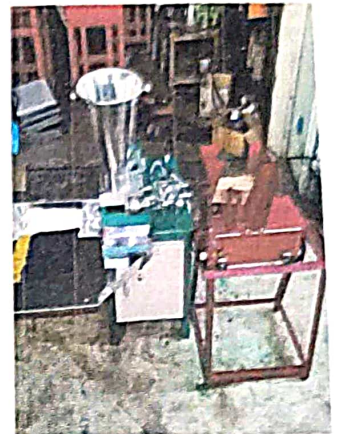
- - Social Etiquettes and Manners
- - Mobile Manners
- - Effective Communication
- - Listening Skills
- - Reporting Skills
- - Group Discussion Skills
- - Interview Skills
- - Survey Skills etc.....

With these Skills Computer Skills are possessed.

DETAILS ABOUT ORGANIZATION

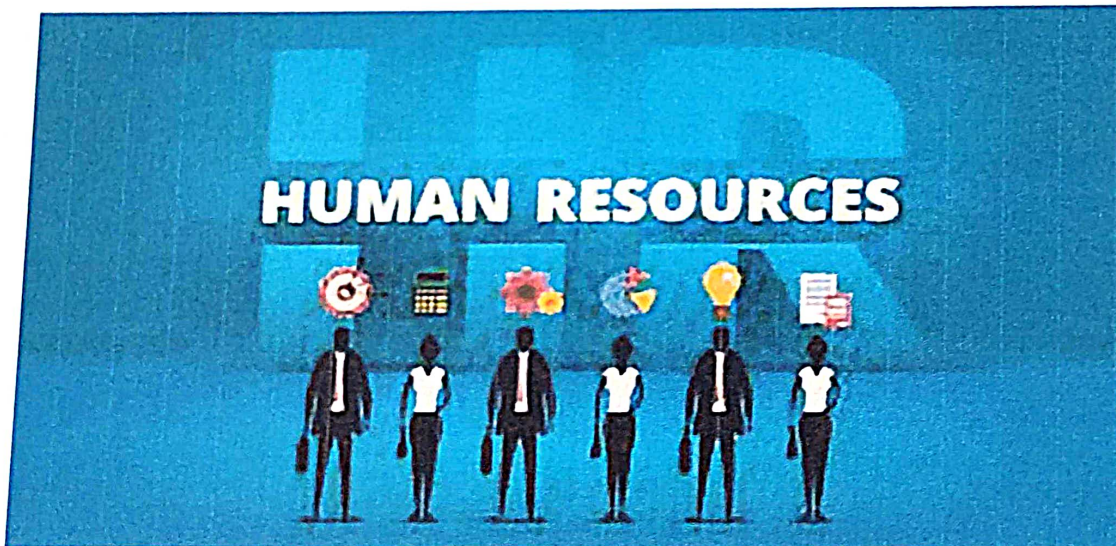
- Name of the organization: Samrat Agarbatti (OPC) Pvt.Ltd
- Address: Nashik Road
- Nature: Manufacturing of agarbatties
- Owner of the Business: Mrs.Sana Vaseem Pathan (Proprietor)
- About Business: manufacturing & Shope (Sale all flavor Agarbatti: 25 Lakh/ Year
- Market Share: 25%

PLACE OF ORGANISATION



AREA FOR INTERNSHIP

- Core Area: Business Entrepreneurship
- Special Area: Human Resource Management



DETAILING

- Details of the various subject specific concepts learnt by the student before joining the internship.
- The Role of Human Resources (Detail)
- Human Resource Strategy and Planning
- Workforce Planning
- Safety, Health, and Risk Management

LIST OF THE SKILLS

Primary Skills:

- a. Regularity/punctuality
- b. Behaviour / soft skills
- c. mobilize people and resources
- d. Ability to put theory into practice
- e. Ability to take initiative for problem solving
- f. Commitment to the assigned task
- g. Team work h. Managerial Skills
- i. Negotiations

Secondary Skills: ...

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

The internship programme 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.

Upon successful completion of this Programme :-

- Demonstrate the application of knowledge and skill sets acquired
- Solve real life challenges in the workplace by analyzing work environment and conditions
- Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral mean
- Exhibit critical thinking and problem solving skills by analyzing underlying issue/s to challenges
- Recommend ideas to improve work effectiveness and efficiency by analyzing challenges and considering viable options
- developed a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real organizational setting.

ACKNOWLEDGMENT

- First I wish to express my sincere gratitude to Prof. N. D. Sontakke for providing me an opportunity to do my internship at..... For me, it was a unique experience to study about Human Resource Management. This internship period was a great chance of learning and professional development.
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- I sincerely thankfor her careful and precious guidance which was extremely valuable for my study, both theoretically and practically.
- Finally, I would like to extend my deep gratitude towards my family and my friends for their support in carrying out this work successfully.

THANK YOU

GMD ARTS, BW COMMERCE AND SCIENCE
COLLEGE, SINNAR.*

INTERNSHIP PROGRAMME

THIRD YEAR B. COM. (SEMESTER V)

UNDER CHOICE BASED CREDIT SYSTEM

SUBJECT: BUSINESS ENTREPRENEURSHIP*

OBJECTIVES OF THE INTERNSHIP PROGRAM

- ❑ To acquire the Knowledge, skills and ability of the subject of Business Entrepreneurship to seek job opportunity / start up business.
- ❑ To Receive valuable work Experience.
- ❑ To explore Career path.
- ❑ To learn various skills that required to Corporate/ Business.
- ❑ To make place in Job Market.
- ❑ To earn credits as per the university guideline.
- ❑ To adopt work culture in a team.
- ❑ To understand the responsibility,Accountability.

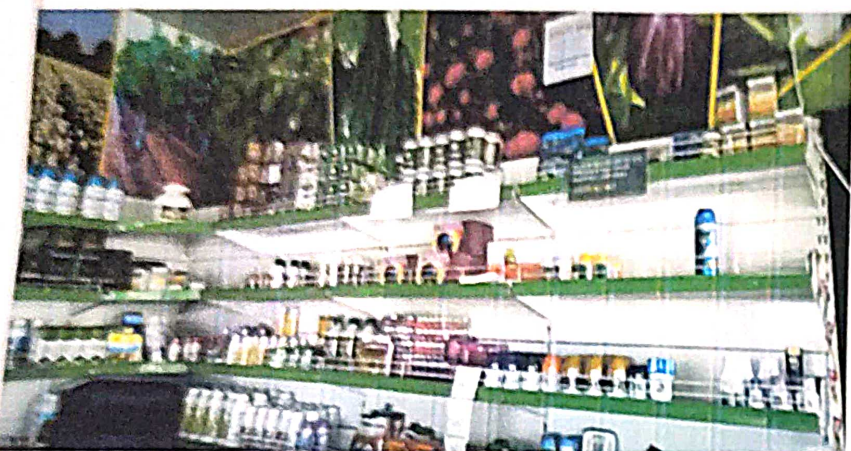
PRE SOFT SKILLS ACQUIRED

Soft Skills are acquired before Joining Internship.

- ❖ Social Etiquettes and Manners
- ❖ Mobile Manners
- ❖ Effective Communication
- ❖ Listening Skills
- ❖ Reporting Skills
- ❖ Group Discussion Skills
- ❖ Interview Skills
- ❖ Survey Skills

DETAILS ABOUT ORGANIZATION

- ❖ Name of the organization: Krushi Pandhari Agro Mall ,Sinner
- ❖ Address: Harsule ,Sinner
- ❖ Nature: Agro Mall
- ❖ Owner of the Business: Mr.Rajendra K.Shinde (Proprietor)
- ❖ About Business: Agricultural Mall (Sale all type of pesticides ,fertilizers).
- ❖ Turnover: 20 Lakh/ Year
- ❖ Market Share: 20%



कृषी पंढरी

अंगो मॉल

भावफलक

किटकनाशके

नाम	किटो / मि	मि.मि.	मि.
एच ४५	१ किलो	—	—
होत्र ७८	१ किलो	—	—
ऑक्सीमोल्ड	१ लिटर	—	—
गोसाचडी	१ लिटर	—	—
अवतार	१ किलो	—	—
भर्जर	१ किलो	—	—
बुमान	१ लिटर	—	—
एचकार्डर	५०० ग्रॅम	—	—
कन्टिप	१ लिटर	—	—
कॅपटॉप	५०० ग्रॅम	—	—
ब्लायडॉक्स	५०० ग्रॅम	—	—
डिफेन्स	७५ मि.ली.	—	—
रोगर	१ लिटर	—	—
कुमानएल	१ लिटर	—	—
बरादे	१ लिटर	—	—
एचडरा	५०० ग्रॅम	—	—
रिपरा	१ लिटर	—	—
राऊन्ड अप	१ लिटर	—	—
कोसाईन १०००	१ किलो	—	—
गोल	१ लिटर	—	—
कॅरेबोन गोल्ड	५०० मि.ली	—	—
ऑन्टोकोल	१ किलो	—	—
मेलेटोओ	८०० ग्रॅम	—	—
ऑलिण्ट	१ किलो	—	—
प्रोफेन्स	५०० ग्रॅम	—	—
डिस्ट	५०० मि.ली	—	—
हचडेकर	५०० ग्रॅम	—	—
डोन	१ किलो	—	—
कॅपॉन	१ लिटर	—	—
डुमीडा	१ लिटर	—	—
रोको	१ किलो	—	—
बायोडाईम	१ लिटर	—	—
माफ	१ किलो	—	—
डुम	१ लिटर	—	—
कॅपॉट	१२०० ग्रॅम	—	—
इकोनिमॉल	१ लिटर	—	—
डेलफिन	१०० ग्रॅम	—	—
सेलिटाभायरीन	१ लिटर	—	—
सल्फर	१ किलो	—	—
टरगा	१ लिटर	—	—

AREA FOR INTERNSHIP

- Core Area: Business Entrepreneurship
- Special Area: Human Resource Management



DETAILING

- Details of the various subject specific concepts learnt by the student before joining the internship.
- **The Role of Human Resources (Detail)**
- **Human Resource Strategy and Planning**
- **Workforce Planning**
- **Safety, Health, and Risk Management**

ROLE OF HUMAN RESOURCE MANAGEMENT

The process of human resource management acts as a supporter to perform the entrepreneurial activities efficiently and effectively .entrepreneurship is an undertaking in which particular human being proceeds along favourable opportunities by exploiting the available resources successfully

- ❖ Recruitment And Hiring.
- ❖ Training And Development.
- ❖ Employer- Employee Relations.
- ❖ Maintain Company Culture .
- ❖ Manage Employee Benefits.
- ❖ Handle Disciplinary Action

HUMAN RESOURCE STRATEGY AND PLANNING

Human resource planning is a process that identifies current and future human resource needs for an organisation to achieve its goals. Human resource planning should serve as a link between human resource management and the overall strategic plan of an organisation. Sometimes referred to as HRP or workforce planning, human resource planning is a continuous process of forward-thinking that allows an organization to properly utilize and maintain their most valuable asset: skilled and effective employees. Companies use these plans to accommodate various tasks and goals.



WORKFORCE PLANNING

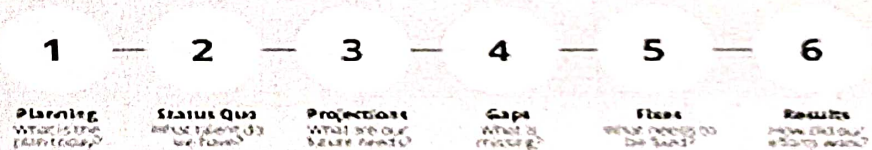
Workforce Planning



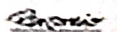
Workforce Planning is the process of analyzing, forecasting, and planning workforce supply and demand, assessing gaps, and determining target talent management interventions to ensure that an organization has the right people - with the right skills in the right places at the right time.

The Workforce Planning Process

The six steps of strategic workforce planning.



Best Practice: People data and reports serve as the foundation for workforce planning. Make sure you're only working with clean data!



Health and safety risk management is a process where we do what we can to minimize the risks associated with health and safety hazards at our workplace.

Here Are The Five Essential Steps of A Risk.
Management Process

- ❖ Identify the Risk.
- ❖ Analyze the Risk.
- ❖ Evaluate or Rank the Risk.
- ❖ Treat the Risk.
- ❖ Monitor and Review the Risk.

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

The internship programme 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.

Upon successful completion of this Programme :-

- ❖ Explore career alternatives prior to graduation .
- ❖ Integrate theory and practice.
- ❖ Build a record of work experience .
- ❖ Exhibit critical thinking and problem solving skills by analyzing underlying issue/s to challenges
- ❖ Acquire employment contacts leading directly to a full-time job following graduation from college
- ❖ Recommend ideas to improve work effectiveness and efficiency by analyzing challenges and considering viable options
- ❖ developed a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real organizational setting.

ACKNOWLEDGMENT

- ❖ First I would like to express my sincere gratitude to prof. N. D. Sontakke for providing me an opportunity to do my internship at GMD college sinner . for me, it was a unique experience to study about human resource management. This internship period was a great chance of learning and professional development.
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- ❖ I sincerely thank prof. Ms.Shete mam for her careful and precious guidance which was extremely valuable for my study, both theoretically and practically.
- ❖ Finally, I would like to extend my deep gratitude towards my family and my friends for their support in carrying out this work successfully.

★ THANK YOU ★

GMD Arts ,BW Commerce and science College sinnar ...

Internship programme ,

Third Year B.Com (Semester 6)

Under choice based credit system

Subject : - Banking and Finance II

Name of the student : - Shinde Akash Ajit

Roll no : - 255 Div : - B

Name of the organization for internship : - Dhanalakshmi Patsansta, Sinnar

Name of the organization :- Dhanalakshmi Patsansta, Sinnar

Address : Khadakpura in front of panchayat samiti, Sinnar. Dist: Nashik.

Nature of organisation :- Banking and Finance

Owner of the Business :- Mr. Sangram Katkade(chairman)

***** content Proposed to be learned during the Internship programme *****

- 1) How to put my knowledge and skill into practice
- 2) How important Good communication
- 3) Understanding workplace culture
- 4) Work hard no matter what your doing
- 5) Independence
- 6) Making connection
- 7) Believe in yourself

Owner name of the Business : - Mr. Sangram Katkade

Manager :- Mrs .Sadhana Bhabad

Staff :- Sachin Patil

Allocation of 60 hours

Sr no	From	To	Hours	Activity
1	1 April	3 April	4 HR 3Days = 12 hr	Introduction of organisation
2	4 April	6 April	—	To know about Acceptance of Deposit
3	7 April	9 April	—	Account opening
4	10 April	12 April		Cheques facilities
5	13 April	15 April	—	Information provided to customer about Interest facility
total			60 hours	

***** Name and Designation of the officer under whom the internship was complete**

1) Owner of the bussiness : Mr. Sangram Katkade

2)Manager: Mrs. Sadhana Bhabad

***** Work profile assigned during the Internship programme *****

Banking and finance work profile :-

Banking refers to concept related to the Credit facilities, Storage for cash, Investment and Other financial transactions. The Banking industry is one of the key drivers of most economic activity. It channels funds to borrowers with productive investment.

A bank is a financial institution that accepts deposits from the public and creates a demand deposit while simultaneously making loans. Lending activity can be directly performed by the bank.

Responsibilities :-

- 1) The duty of bank is to repay a money on demand to respective depositor
- 2) A bank must pay due regard to the interests of its customers and treat them fairly.
- 3) prepare promotional presentations

***** Skill learnt during the Internship programme *****

- 1) Communication skill developed**
- 2) Business knowledge
achive**
- 3) Money management**
- 4) Confidence**
- 5) Constituency**
- 6) Encouragement**
- 7) Official management**

*** How to problems were addressed to..***

- 1) Understanding Problem and finding solutions
- 2) Helped by seniors
- 3) Used social media for queries
- 4) Book's for helps

***** List of the skills required to perform assigned task..*****

- 1) Communication skill**
- 2) Computer skill**
- 3) Learning skill**
- 4) Cleaning and office management**
- 5) Client handling**
- 6) Proper knowledge**
- 7) Team work**
- 8) Workload management**

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Letter Head of the Internship Provider Organisation

1. Name of the Student : SHINDE AKASH AJIT
2. Name of the College : T.Y.B.Com. GMDGBU ACS College, Sion
3. Division and Roll Number : 255/ B
4. Address : Sion, Nashik.
5. Contact Number : 94233 95501
6. Email ID : akshind766@gmail.com
7. Special Subject : Banking & Finance II
8. Internship start date : 15 April 2022
9. Internship end date : 15 April 2022

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
01 April 2022	10:00	02:00	4	Introduction		
02 April 2022	10:00	02:00	4	Learn How to work		
03 April 2022	10:00	02:00	4	Get work done		
04 April 2022	10:00	02:00	4	to know about Acceptance		
05 April 2022	10:00	02:00	4	of Report		
06 April 2022	10:00	02:00	4	Account opening		
07 April 2022	10:00	02:00	4	cheque Facility		
08 April 2022	10:00	02:00	4	Information Banked		
09 April 2022	10:00	02:00	4	The Customer's habit		
10 April 2022	10:00	02:00	4	Interest Facility		
11 April 2022	10:00	02:00	4	Net Banking		
12 April 2022	10:00	02:00	4	mobile banking		
13 April 2022	10:00	02:00	4	RTGS, NEFT		

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider Organisation

To,

The Principal,

GMD College,

Sinnar (Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	SHINDE AKASH AJIT	255	941332358789	Banking & Finance
2.	SHINDE PANKAJ BALU	263	616462831955	Banking & Finance
3.				
4.				
5.				
6.				
7.				
8.				

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

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

I wish them every success in future endeavors.

Thank you.



Sincerely,
शाखाधिकारी

एस.एस.के. धनुषी नागरी मंद, एतसंस्था मर्या.
नायगांव, सिन्नर, जि. नाशिक, शाखा-सिन्नर
(Authorised Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the Internship process.
Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: PATIL SACHIN ABA
2)	Department	: Monopoly
3)	Designation	: CLEAR
4)	Name of the Student	: SHINDE AKASH AJIT
5)	Name of the College	: GMD 4BW ACS COLLEGE
6)	Roll Number	: 255
7)	Special Subject	: Banking & Finance

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

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge	✓				
2)	Communication Skills	✓				
3)	Punctuality & Dedication	✓				
4)	Ability to work in teams	✓				
5)	Problem solving skills	✓				
6)	Quality of work done	✓				
7)	Effectiveness	✓				
8)	Efficiency	✓				
9)	Ability to take Initiative	✓				
10)	Positive attitude	✓				
11)	Appearance	✓				
12)	Using full potential at work	✓				
13)	Work habits	✓				
14)	Honesty & Integrity	✓				
15)	Creativity	✓				

Please turn over

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

- 1) Good in Domain Knowledge, Problem Solving
- 2) Improve Communication Skill & English Speaking

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

1. Take Subject Knowledge From Internet
2. Make basic Study to make successful Project
- 3.
- 4.
- 5.

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

1. Give training to student make time Plan
2. ability to complete activity given to them
- 3.
- 4.
- 5.

✓ शाखाधिकारी पा. एस. के. धनलक्ष्मी नागरी सह. पतसंस्था मय्या.

Signature of the Supervisor / Reviewing Officer

Place of Review : SSK Dhankalshimai Bank, Sinnar

Date of Review : 15 April 2022





Maratha Vidya Prasarak Samaj, Nashik

**G.M.D. ARTS, B.W. College of Commerce and
Science, Sinnar, District- Nashik**

**Internship program
Third year B. Com. (Semester VI)**

Under the Choice Based Credit System

Subject: Banking and Finance

Student's Name: Sonawane Ashwini Arun

Roll No : - 279 Div : - B

Name of the organization for the internship: -

Reve Pharma

Introduction

Name and Address

M/s. REVE PHARMA

Plot No. 78, STICE, Musalgaon,

Tehsil Sinnar, Dist. Nashik-422112

Maharashtra, India.

Phone no. +91-02551-240138, 127, 139

Owner : Milind Katariya / Anjali Katariya

E-mail : revepharma@gmail.com

24 Hrs. contact number: +91-7722089216

Registered Office:

M/s. REVE PHARMA

Plot No. 78, STICE, Musalgaon,

Tel Sinnar , Dist. Nashik-422112

Maharashtra, India.

Phone no. +91-02551-240138, 127, 139

Contact person: Aanand Bhosale

E-mail: anandbhosale@revepharma.in ,

revepharma@gmail.com

► **Allocation of 60 hours of Internship Programme.**

► **Allocation of 120 hours**

Sr.no	From	Until	Hours
1 .	01/03/2022	31/03/2022	4 Hours 27 Days

**► Contribution made
towards better
functioning the
organization.**

- ▶ Letter to Internship Providing Organization for inclusion of students.
- ▶ Undertaking from students about his/her behaviour to the college.
- ▶ Undertaking from student about his/her behaviour to the Organization.
- ▶ log sheet of work performance.
- ▶ Internship Completion Certificate.
- ▶ Feedback from Internship Provider organization.
- ▶ Feedback from student.

IMPORTANT DOCUMENTS



REVE PHARMA

Works : Plot No. 78, STICE, Musalgaon, Tal. Sinnar, Dist. Nashik - 422 112.

Telephone : 02551- 240138/39. Telefax : 02551-240127.

Email : revepharma@gmail.com, info@revepharma.com Website : www.revepharma.com

1. Name of the Student : Sonawane Ashwini Arun
2. Name of the College : T.Y.B.Com.
3. Division and Roll Number : B (286)
4. Address : At.Gurewadi Post.Musalgaon
5. Contact Number : 9373143326
6. Email ID : sonawaneashwini203@gmail.com
7. Special Subject : Banking & finance III
8. Internship start date : 01 March 2022
9. Internship end date : 31 March 2022

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
01.03.2022	11.00 Am	3. PM	4 Hours	Document the accounting process and related activities		
02.03.2022	11.00 Am	3. PM	4 Hours	Purchase Bill (Raw material) Checking		
03.03.2022	11.00 Am	3. PM	4 Hours	Prepared account master		
04.03.2022	11.00 Am	3. PM	4 Hours	Purchase Bills (Raw Material) booking		
06.03.2022	11.00 Am	3. PM	4 Hours	GSTR 1 Related working (Sales Summery)		
07.03.2022	11.00 Am	3. PM	4 Hours	Bank Reconciliation		
08.03.2022	11.00 Am	3. PM	4 Hours	Documentation		
09.03.2022	11.00 Am	3. PM	4 Hours	Journal Voucher's Entry (Transportation Bill/Electricity/Water Charges etc)		
10.03.2022	11.00 Am	3. PM	4 Hours	Due Date Calendar		
11.03.2022	11.00 Am	3. PM	4 Hours	Booking of Invoice for purchases relating to GRN		



REVE PHARMA

Works : Plot No. 78, STICE, Musalgaon, Tal. Sinnar, Dist. Nashik - 422 112.

Telephone : 02551-240138/39, Telefax : 02551-240127.

Email : revepharma@gmail.com, info@revepharma.com

Website : www.revepharma.com

14.03.2022	11.00 Am	3. PM	4 Hours	Document Filing	<i>[Signature]</i>	<i>Ashwini</i>
15.03.2022	11.00 Am	3. PM	4 Hours	Bank Reconciliation	<i>[Signature]</i>	<i>Ashwini</i>
16.03.2022	11.00 Am	3. PM	4 Hours	Invoice Booking	<i>[Signature]</i>	<i>Ashwini</i>
17.03.2022	11.00 Am	3. PM	4 Hours	GSTR 3B Related working	<i>[Signature]</i>	<i>Ashwini</i>
18.03.2022	11.00 Am	3. PM	4 Hours	purchase Return	<i>[Signature]</i>	<i>Ashwini</i>
20.03.2022	11.00 Am	3. PM	4 Hours	BMR Completion	<i>[Signature]</i>	<i>Ashwini</i>
21.03.2022	11.00 Am	3. PM	4 Hours	Journal entry pass	<i>[Signature]</i>	<i>Ashwini</i>
22.03.2022	11.00 Am	3. PM	4 Hours	Bad-Debts and Write off Entry	<i>[Signature]</i>	<i>Ashwini</i>
23.03.2022	11.00 Am	3. PM	4 Hours	Stock Overhead Valuation Entry	<i>[Signature]</i>	<i>Ashwini</i>
24.03.2022	11.00 Am	3. PM	4 Hours	Stock checking Activity	<i>[Signature]</i>	<i>Ashwini</i>
25.03.2022	11.00 Am	3. PM	4 Hours	Depreciation Entry pass	<i>[Signature]</i>	<i>Ashwini</i>
27.03.2022	11.00 Am	3. PM	4 Hours	Vendor Due Payment List	<i>[Signature]</i>	<i>Ashwini</i>
28.03.2022	11.00 Am	3. PM	4 Hours	Invoice Booking	<i>[Signature]</i>	<i>Ashwini</i>
29.03.2022	11.00 Am	3. PM	4 Hours	TDC Working Cross check with return and tally	<i>[Signature]</i>	<i>Ashwini</i>
30.03.2022	11.00 Am	3. PM	4 Hours	Sales Invoice	<i>[Signature]</i>	<i>Ashwini</i>
31.03.2022	11.00 Am	3. PM	4 Hours	TDC/TCS Working	<i>[Signature]</i>	<i>Ashwini</i>
Total Hours			108Hours			

Certified that Sonawane Ashwini Arun (Name of the student) has satisfactorily completed the internship program assigned to him.

[Signature]
Name & Signature of Supervisor

[Signature]
Name & signature of manager

[Signature]
Name & signature of section in charge

Date: 31.03.2022



REVE PHARMA

Works : Plot No. 78, STICE, Musalgaon, Tal. Sinnar, Dist. Nashik - 422 112.
Telephone : 02551- 240138/39. Telefax : 02551-240127.

Email : revepharma@gmail.com, info@revepharma.com

Website : www.revepharma.com

INTERNSHIP COMPLETION CERTIFICATE

To,
The Principal,
G.M.D College,
Sinnar.

Subject: Internship Completion Certificate Sonawane Ashwini Arun

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Sonawane Ashwini Arun	286	46961940783	Banking & Finance
2.				

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

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

I wish them every success in future endeavors.

Thank you.

Sincerely,



Shyam Daware

Name & Signature

(Authorized Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

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

Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	Shyam Daware
2)	Department	Account & finance
3)	Designation	Account Officer
4)	Name of the Student	Ashwini Arun Sonawane
5)	Name of the College	G.M.D.College Sinnar
6)	Roll Number	286
7)	Special Subject	Banking & finance

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

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge			✓	✓	
2)	Communication Skills		✓			
3)	Punctuality & Dedication		✓			
4)	Ability to work in teams			✓		
5)	Problem solving skills			✓		
6)	Quality of work done		✓			
7)	Effectiveness		✓			
8)	Efficiency		✓			
9)	Ability to take Initiative	✓				

10)	Positive attitude					
11)	Appearance	✓				
12)	Using full potential at work			✓		
13)	Work habits			✓		
14)	Honesty & Integrity					✓
15)	Creativity			✓		
		✓				

Please turn over

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

Strength: - Good Communication skill, Learning Approach, Good in Excel knowledge.

Weakness: - English

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

1. Please Extend the trainee period.

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

1.
2.
3.
4.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Shyam Daware



Account & Finance Officer (Reve Pharma)

Place of Review: Musalgaon, Sinnar

Date of Review: 31.03.2022

MARATHA VIDYA PRASARK SAMAJ, NASHIK

G.M D.ARTS,B.W.COMMECE & SCIENCE COLLEGE SINNAR, DIST-NASHIK.

INTERNSHIPPROGRAM

THIRD YEAR B.COM (SEMESTER V)

UNDER CHOICE BACED CREDIT SYSTEM

(DURATION 60 HOURS)

SUBJECT:- BANKING & FINANCE

Name of the student:- Sonawane Asmita Tanaji

Roll No :- 280

Name of the organization for Internship Shriram Gramin Bigarsheti Sahakari patsanstha maryadit , Manegoan Tal- Sinnar(Nashik)

OBJECTIVES OF THE INTERNSHIP PROGRAM

To acquire the knowledge, skills and Ability Of the subject Banking and Finance To seek job opportunity / start of business.

To Received valuable work Experience .

To explore career path.

To learn various skills that required to corporate / business.

To prepare to cope up changing environment.

To make place in Job Market.

To earn credits as per the university guideline.

To adopt work culture in a team.

To Understand the responsibility, accountability.

PRE SOFT SKILLS ACQUIRED

Soft skills are acquired before Joining Internship this may be helpful for Internship Program.

- Social Etiquettes and Manners
- Mobile Manners
- Effective Communication
- Listening Skills
- Reporting Skills
- Group Discussion skills
- Interview Skills - Survey Skills etc....

With these Skills Computer Skills are possessed.

DETAILS ABOUT ORGANISATION

Name Of Organizations:- Jay Shriram Gramin Bigarsheti Sahakari patsansta
Maryadit , Manegoan

Address :- At.Post Manegoan Tal- Sinnar Dist - Nashik

Nature :- Banking

Owner/ Maneger of the Business:- Shri. Panditrav Sonawane / Narayan Son

About Business:- Deposits, Granting loan and advance

Turneover :- 5,09,65,113

AREA FOR INTERNSHIP

Core Area :- Banking and Finance

Special Area :- Banking

DETALINGS

Details of the various subject / Specific concepts learnt before Joining the Internship.

To learn about banking sector

To study of basic of banking Regulation Act.

To get introduced myself to history and functions of bank.

To learn about banking customer service point.

To learn about specific rules of banking sector.

- ***BANKING REGULATION ACT***

Banking Regulation Act ,1949 :-

The Banking Regulation Act,1949 is a legislation in India that Regulates all banking firm in India.pass as the Banking companies,Act 1949 it came into force from 16 March 1949 and change to banking regulation act 1949 From 1 March 1966.It is aaplicable in Jammu and Kashmir from 1956.

FUNCTION OF BANK

Primary Function Of Bank :-

Among the various functions that bank carry out in modern times, the primary function is to accept deposit & give loans. To attract deposit, bank try to inculcate the habit of saving among the people.

Accepting Deposit:-

The main function of banks is to accept deposits. Banks are basically set up for the purpose of collecting deposit. Banks are responsible for filling savings in the people. Banks accept people's deposit, keep them safe and return deposits to people as and when required and also charge interest on deposits.

Demand Deposit:-

Current Deposit:- In this type of deposit you can withdraw as much as you want and deposit as much as you want whenever you want, so this deposit is called current deposit.

Saving Deposit:- The middle class people should get used to it and consider the saving account for the purpose of consolidating these savings. Savings accounts are mainly used by people with limited income and savings.

Time Deposits :-

Time Deposits:-

Fixed Deposits:- Fixed deposit means "deposits for a fixed term." Deposits in this account are for a specific period of time. The term of the deposit on this account can be from thirty days to five.

Recurring Deposits:- Recurring or non-recurring deposit is said to be golden means between saving deposits.

Flexi Deposit:- Flexi deposits is a new type of account that appears in modern banking. In this mode the customer get the combined benefits of saving account, current account and open account.

No Frill Account:- Banks allow customer to open zero balance accounts in order to make most of their financial transactions through banks and make people accustomed to banking transaction.

2. Granting Loans and Advances :-

The main primary Function Of a bank is to deposits. Bank do not keep deposit with you. The money collected in the form of deposits is used by the banks to provide loans to the needy people on the right collateral. Interest has to be paid on bank deposit. The interest rate on a loan is usually higher than the interest rate on a deposit.

Short Term Loan :-

Overdraft Facility:- This type of loans is available to the depositor customer of the bank and surcharges is a concession given by a bank to depositor to withdraw a certain amount in excess of the amount deposited in his current account.

2) Cash Credit Facility:-

In Modern times it has become common to call a mortgage loan or a cash loan

3) Acceptance and Discounting Of Bills :-

Acceptance and Discounting Of Bills is a characteristic function of banking. In Modern time most transaction are loan on credit.

Term Loan :- In this case the bank lends certain amount of the borrower for a fixed term. In this case the loan sanctioned amount is given to the borrower in cash or the said amount is credited to the borrower current or saving account.

Short Term Credit:- The Banks Provides short term loan to customer who need capital or money for a very short period of time . This short period usually twenty four hours to seven days.

SECONDARY FUNCTION OF BANK:-

Secondary Function Of Bank:- commercial banks appear to carry out additional tasks to the primary Function Of accepting deposits and lending. These functions are called complementary function or secondary functions.

Act as customer representative or handmaiden :- Modern Commercial banks act as 'customer representative' to provide various services. These services are provided by the bank on behalf of the customer.

Purchase of shares and bonds of companies.

Remittance facility.

Acting as a customer trustee.

Disbursement of regular debt of the depositor .

Representating the account holder in financial transactions.

General Utility Services:-

Keeping Valuable Safe .

Giving a guarantee.

Foreign exchange transactions.

Working as part time

Distribution Of Third party Products:-

Bancassurance and mutual funds .

Insurance of credit card and debit card.

Non - Fund based credit facilities.

Letter of credit

Bank guarantee of deferred payment.

Government Business:-

Collecting GST

Stamp Duty

Excise Duty

Government Bond's

Underwriting Of Government Loans.

LIST OF THE SKILLS

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

Primary Skills:-

Regularity/punctuality of students

Behaviour/ Soft skills

Inclination to learn new things

Ability put theory into practice

Ability to take initiative for problem solving

Commitment to the assigned task

Team work

Managerial Skills

Negotiation

Secondary Skills:- Related your Subject

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

To develop work habits or attitude necessary for job.

It will help me to explore career path.

It will eventually give an edge in the job.

To improve effectiveness and efficiency.

Help to develop self confidence, interpersonal skills and ability.

ACKNOWLEDGEMENT

I would like to thank Mr. Pandittrav Sonawane for giving me opportunity to do an internship with the organization.

I sincerely thank to prof.N.D. Sontakke sir head of Commerce Department for his constructive criticism throughout my internship.

I gratefully thanks to Prof.R.M.Ambekar Sir and Y.H.Walunj Sir to giving me proper guidance and necessary advice realating to proposed internship presentation.

I am extremely grateful to commerce department staff and friends who help me successful completion of this internship.

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Letter Head of the Internship Provider Organisation

1. Name of the Student : Sonawane Asmita Tanaji
2. Name of the College : G.M.D. College Sinnat
3. Division and Roll Number : Roll NO. 284 Div: B
4. Address : At. post. Manegoon
5. Contact Number : 9373612842
6. Email ID : asmitasonawane781@gmail.com
7. Special Subject : Banking & Finance II
8. Internship start date : 02-03-2022
9. Internship end date : 20-04-2022

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
2-3 2022	10:00	3:00	5	Introduced the employees of organization	<i>Manus</i>	<i>Asmita</i>
4-3 2022	10:00	3:00	5	Learned the pre-history of the organization	<i>Manus</i>	<i>Asmita</i>
7-3 2022	10:00	3:00	5	Learned the briefly explain how vouchers failed	<i>Manus</i>	<i>Asmita</i>
14-03 2022	10:00	3:00	5	Learned about deposits in the organization	<i>Manus</i>	<i>Asmita</i>

Pratibha
23/5/22

DR. S.R. Page

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
14-03-2022	10:00	3:00	5	Inquired about the interest charged on loan	<i>Abhinav</i>	<i>Asmita</i>
17-03-2022	10:30	3:30	5	Reviewed the annual turnover of the organization	<i>Abhinav</i>	<i>Asmita</i>
21-03-2022	10:00	3:00	5	Learned about the organization investment	<i>Abhinav</i>	<i>Asmita</i>
25-03-2022	10:00	3:00	5	Learn the reserve share capital of the bank	<i>Abhinav</i>	<i>Asmita</i>
28-03-2022	10:00	3:00	5	Learned about various schemes implemented in the bank.	<i>Abhinav</i>	<i>Asmita</i>
31-03-2022	10:00	3:00	5	Concessions given by the organization to senior citizens of interest	<i>Abhinav</i>	<i>Asmita</i>
4-04-2022	10:00	3:00	5	Audit information of the organization	<i>Abhinav</i>	<i>Asmita</i>
20-04-2022			5	Reviewed the interest rate on deposit in the institution	<i>Abhinav</i>	<i>Asmita</i>
Total Hours						

Certified that Senawane Asmita Tanaji (Name of the student) has satisfactorily completed the internship programme assigned to him.

Name & Signature of supervisor

Name & signature of manager

Name & signature of section in charge

Date :



Letter Head of the Internship Provider
Organisation

To,
The Principal,
G.M.D. College,
Sinnar (Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Sonawane Asmita	287	537234266109	Banking & Finance II
2.	Sonawane Vrushali	291	2296141922	Banking & Finance II
3.	Sonawane Kamini	288	2361284231	Banking & Finance II
4.	Nikam Mohini	187	8441942208	Business Enterpreship II
5.				
6.				
7.				
8.				

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

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

I wish them every success in future endeavors.

Thank you.



Sincerely,

[Signature]
Name & Signature

(Authorised Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.
Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Mr. Narayan Kajuji Sonawane
2)	Department	: Commerce
3)	Designation	: Student
4)	Name of the Student	: Sonawane Asmita Taraji
5)	Name of the College	: A.M.D. Sinha
6)	Roll Number	: 287
7)	Special Subject	: Banking & Finance (II)

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

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge	<input checked="" type="checkbox"/>				
2)	Communication Skills		<input checked="" type="checkbox"/>			
3)	Punctuality & Dedication	<input checked="" type="checkbox"/>				
4)	Ability to work in teams				<input checked="" type="checkbox"/>	
5)	Problem solving skills	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
6)	Quality of work done		<input checked="" type="checkbox"/>			
7)	Effectiveness		<input checked="" type="checkbox"/>			
8)	Efficiency	<input checked="" type="checkbox"/>				
9)	Ability to take Initiative			<input checked="" type="checkbox"/>		
10)	Positive attitude		<input checked="" type="checkbox"/>			
11)	Appearance	<input checked="" type="checkbox"/>				
12)	Using full potential at work	<input checked="" type="checkbox"/>				
13)	Work habits				<input checked="" type="checkbox"/>	
14)	Honesty & Integrity			<input checked="" type="checkbox"/>		
15)	Creativity	<input checked="" type="checkbox"/>				

Please turn over

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

- 1> Strengths - He have strong communication skills efficiency with technology
- 2> Weakness - lack of work experience.

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

1. Insufficient time from work
2. difficulties in understanding department
3. in the organization
- 4.
- 5.

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

- 1.
- 2.
- 3.
- 4.
- 5.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :



मनेजर

जय श्रीराम ग्रामिण बिगरशेती सहकारी
पतसंस्था मर्या, मनेगांव, ता. सिन्नर (नाशिक)

MARATHA VIDYA PRASARK SAMAJ, NASHIK

G.M D.ARTS,B.W.COMMECE & SCIENCE COLLEGE SINNAR, DIST-NASHIK.

INTERNSHIPPROGRAM

THIRD YEAR B.COM (SEMESTER V)

UNDER CHOICE BACED CREDIT SYSTEM

(DURATION 60 HOURS)

SUBJECT:- BANKING & FINANCE

Name of the student:- Sonawane Asmita Tanaji

Roll No :- 280

Name of the organization for Internship Shriram Gramin Bigarsheti Sahakari patsanstha maryadit , Manegoan Tal- Sinnar(Nashik)

OBJECTIVES OF THE INTERNSHIP PROGRAM

To acquire the knowledge, skills and Ability Of the subject Banking and Finance To seek job opportunity / start of business.

To Received valuable work Experience .

To explore career path.

To learn various skills that required to corporate / business.

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To adopt work culture in a team.

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PRE SOFT SKILLS ACQUIRED

Soft skills are acquired before Joining Internship this may be helpful for Internship Program.

- Social Etiquettes and Manners
- Mobile Manners
- Effective Communication
- Listening Skills
- Reporting Skills
- Group Discussion skills
- Interview Skills - Survey Skills etc....

With these Skills Computer Skills are possessed.

DETAILS ABOUT ORGANISATION

Name Of Organizations:- Jay Shriram Gramin Bigarsheti Sahakari patsansta
Maryadit , Manegoan

Address :- At.Post Manegoan Tal- Sinnar Dist - Nashik

Nature :- Banking

Owner/ Maneger of the Business:- Shri. Panditrav Sonawane / Narayan Son

About Business:- Deposits, Granting loan and advance

Turneover :- 5,09,65,113

AREA FOR INTERNSHIP

Core Area :- Banking and Finance

Special Area :- Banking

DETALINGS

Details of the various subject / Specific concepts learnt before Joining the Internship.

To learn about banking sector

To study of basic of banking Regulation Act.

To get introduced myself to history and functions of bank.

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- ***BANKING REGULATION ACT***

Banking Regulation Act ,1949 :-

The Banking Regulation Act, 1949 is a legislation in India that Regulates all banking firm in India. pass as the Banking companies, Act 1949 it came into force from 16 March 1949 and change to banking regulation act 1949 From 1 March 1966. It is applicable in Jammu and Kashmir from 1956.

FUNCTION OF BANK

Primary Function Of Bank :-

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Accepting Deposit:-

The main function of banks is to accept deposits. Banks are basically set up for the purpose of collecting deposit. Banks are responsible for filling savings in the people. Banks accept people's deposit, keep them safe and return deposits to people as and when required and also charge interest on deposits.

Demand Deposit:-

Current Deposit:- In this type of deposit you can withdraw as much as you want and deposit as much as you want whenever you want, so this deposit is called current deposit.

Saving Deposit:- The middle class people should get used to it and consider the saving account for the purpose of consolidating these savings. Savings accounts are mainly used by people with limited income and savings.

Time Deposits :-

Time Deposits:-

Fixed Deposits:- Fixed deposit means "deposits for a fixed term." Deposits in this account are for a specific period of time. The term of the deposit on this account can be from thirty days to five years.

Recurring Deposits:- Recurring or non-recurring deposit is said to be golden means between saving deposits.

Flexi Deposit:- Flexi deposits is a new type of account that appears in modern banking. In this mode the customer gets the combined benefits of saving account, current account and open account.

No Frill Account:- Banks allow customer to open zero balance accounts in order to make most of their financial transactions through banks and make people accustomed to banking transaction.

2. Granting Loans and Advances :-

The main primary function of a bank is to deposits. Bank do not keep deposit with you. The money collected in the form of deposits is used by the banks to provide loans to the needy people on the right collateral. Interest has to be paid on bank deposit. The interest rate on a loan is usually higher than the interest rate on a deposit.

Short Term Loan :-

Overdraft Facility:- This type of loans is available to the depositor customer of the bank and surcharges is a concession given by a bank to depositor to withdraw a certain amount in excess of the amount deposited in his current account.

2) Cash Credit Facility:-

In Modern times it has become common to call a mortgage loan or a cash loan

3) Acceptance and Discounting Of Bills :-

Acceptance and Discounting Of Bills is a characteristic function of banking. In Modern time most transaction are loan on credit.

Term Loan :- In this case the bank lends certain amount of the borrower for a fixed term. In this case the loan sanctioned amount is given to the borrower in cash or the said amount is credited to the borrower current or saving account.

Short Term Credit:- The Banks Provides short term loan to customer who need capital or money for a very short period of time . This short period usually twenty four hours to seven days.

SECONDARY FUNCTION OF BANK:-

Secondary Function Of Bank:- commercial banks appear to carry out additional tasks to the primary Function Of accepting deposits and lending. These functions are called complementary function or secondary functions.

Act as customer representative or handmaiden :- Modern Commercial banks act as 'customer representative' to provide various services. These services are provided by the bank on behalf of the customer.

Purchase of shares and bonds of companies.

Remittance facility.

Acting as a customer trustee.

Disbursement of regular debt of the depositor .

Representating the account holder in financial transactions.

General Utility Services:-

Keeping Valuable Safe .

Giving a guarantee.

Foreign exchange transactions.

Working as part time

Distribution Of Third party Products:-

Bancassurance and mutual funds .

Insurance of credit card and debit card.

Non - Fund based credit facilities.

Letter of credit

Bank guarantee of deferred payment.

Government Business:-

Collecting GST

Stamp Duty

Excise Duty

Government Bond's

Underwriting Of Government Loans.

LIST OF THE SKILLS

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

Primary Skills:-

Regularity/punctuality of students

Behaviour/ Soft skills

Inclination to learn new things

Ability put theory into practice

Ability to take initiative for problem solving

Commitment to the assigned task

Team work

Managerial Skills

Negotiation

Secondary Skills:- Related your Subject

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

To develop work habits or attitude necessary for job.

It will help me to explore career path.

It will eventually give an edge in the job.

To improve effectiveness and efficiency.

Help to develop self confidence, interpersonal skills and ability.

ACKNOWLEDGEMENT

I would like to thank Mr. Pandittrav Sonawane for giving me opportunity to do an internship with the organization.

I sincerely thank to prof.N.D. Sontakke sir head of Commerce Department for his constructive criticism throughout my internship.

I gratefully thanks to Prof.R.M.Ambekar Sir and Y.H.Walunj Sir to giving me proper guidance and necessary advice realating to proposed internship presentation.

I am extremely grateful to commerce department staff and friends who help me successful completion of this internship.

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

**Letter Head of the Internship Provider
Organisation**

1. Name of the Student : Sonawane Asmita Tanaji
2. Name of the College : G.M.D. College Sinnat
3. Division and Roll Number : Roll NO. 284 Div: B
4. Address : At. post. Manegoon
5. Contact Number : 9373612842
6. Email ID : asmitasonawane781@gmail.com
7. Special Subject : Banking & Finance II
8. Internship start date : 02-03-2022
9. Internship end date : 20-04-2022

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
2-3 2022	10:00	3:00	5	Introduced the employees of organization	<u>Manus</u>	<u>Asmita</u>
4-3 2022	10:00	3:00	5	Learned the pre-history of the organization	<u>Manus</u>	<u>Asmita</u>
7-3 2022	10:00	3:00	5	Learned the briefly explain how vouchers failed	<u>Manus</u>	<u>Asmita</u>
14-03 2022	10:00	3:00	5	Learned about deposits in the organization	<u>Manus</u>	<u>Asmita</u>

Intubekar
23/5/22

DR. S. R. Page

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
14-03-2022	10:00	3:00	5	Inquired about the interest charged on loan	<i>Abhinav</i>	<i>Asmita</i>
17-03-2022	10:30	3:30	5	Reviewed the annual turnover of the organization	<i>Abhinav</i>	<i>Asmita</i>
21-03-2022	10:00	3:00	5	Learned about the organization investment	<i>Abhinav</i>	<i>Asmita</i>
25-03-2022	10:00	3:00	5	Learn the reserve share capital of the bank	<i>Abhinav</i>	<i>Asmita</i>
28-03-2022	10:00	3:00	5	Learned about various schemes implemented in the bank.	<i>Abhinav</i>	<i>Asmita</i>
31-03-2022	10:00	3:00	5	Concessions given by the organization to senior citizens of interest	<i>Abhinav</i>	<i>Asmita</i>
4-04-2022	10:00	3:00	5	Audit information of the organization	<i>Abhinav</i>	<i>Asmita</i>
20-04-2022			5	Reviewed the interest rate on deposit in the institution	<i>Abhinav</i>	<i>Asmita</i>
Total Hours						

Certified that Sonawane Asmita Tanaji (Name of the student) has satisfactorily completed the internship programme assigned to him.

Name & Signature of supervisor

Name & signature of manager

Name & signature of section in charge

Date :



Letter Head of the Internship Provider
Organisation

To,
The Principal,
G.M.D. College,
Sinnar (Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

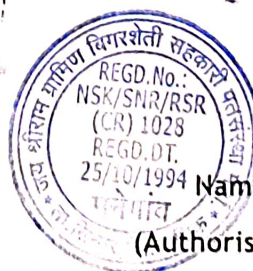
Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Sonawane Asmita	287	537234266109	Banking & Finance II
2.	Sonawane Vrushali	291	2296141922	Banking & Finance II
3.	Sonawane kamini	288	2361284231	Banking & Finance II
4.	Nikam Mohini	187	8441942208	Business Enterpreship II
5.				
6.				
7.				
8.				

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

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

I wish them every success in future endeavors.

Thank you.



Sincerely,

[Signature]
Name & Signature

(Authorised Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,
Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.
Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Mr. Narayan Kajuji Sonawane
2)	Department	: Commerce
3)	Designation	: Student
4)	Name of the Student	: Sonawane Asmita Taraji
5)	Name of the College	: A.M.D. Sinha
6)	Roll Number	: 287
7)	Special Subject	: Banking & Finance (II)

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

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge	<input checked="" type="checkbox"/>				
2)	Communication Skills		<input checked="" type="checkbox"/>			
3)	Punctuality & Dedication	<input checked="" type="checkbox"/>				
4)	Ability to work in teams				<input checked="" type="checkbox"/>	
5)	Problem solving skills	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
6)	Quality of work done		<input checked="" type="checkbox"/>			
7)	Effectiveness		<input checked="" type="checkbox"/>			
8)	Efficiency	<input checked="" type="checkbox"/>				
9)	Ability to take Initiative			<input checked="" type="checkbox"/>		
10)	Positive attitude		<input checked="" type="checkbox"/>			
11)	Appearance	<input checked="" type="checkbox"/>				
12)	Using full potential at work	<input checked="" type="checkbox"/>				
13)	Work habits				<input checked="" type="checkbox"/>	
14)	Honesty & Integrity			<input checked="" type="checkbox"/>		
15)	Creativity	<input checked="" type="checkbox"/>				

Please turn over

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

- 1> Strengths - He have strong communication skills efficiency with technology
- 2> Weakness - lack of work experience.

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

1. Insufficient time from work
2. difficulties in understanding department
3. in the organization
- 4.
- 5.

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

- 1.
- 2.
- 3.
- 4.
- 5.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :



मनेजर

जय श्रीराम ग्रामिण बिगरशेती सहकारी
पतसंस्था मर्या, मनेगांव, ता. सिन्नर (नाशिक)

Introduction

- ☐ According to the syllabus of SPPU I have to complete 60 hours internship in special subject and my subject is Banking & Finance.
- ☐ I am going to do internship in Bank of Baroda. From that bank through internship, I suppose to learn many of thing like banking knowledge, banking work & habits, soft skills, etc. And of the most important thing is experience.

Objectives of The Internship Program

- ☐ To acquire the Knowledge, skills and ability of the subject of Banking & Finance to seek job opportunity / start up business.
- ☐ To Receive valuable work Experience.
- ☐ To explore Career path.
- ☐ To learn various skills that required to Corporate/ Business.
- ☐ To prepare to cope up changing environment
- ☐ To make place in Job Market.
- ☐ To earn credits as per the university guideline.
- ☐ To adopt work culture in a team.
- ☐ To understand the responsibility & Accountability.

Pre- Soft Skills Acquired

Soft Skills are acquired before Joining Internship this may be helpful for Internship program.

- ☐ Social Etiquettes and Manners
- ☐ Mobile Manners
- ☐ Effective Communication
- ☐ Listening Skills
- ☐ Reporting Skills
- ☐ Group Discussion Skills
- ☐ Interview Skills
- ☐ Survey Skills etc.,

With these Skills Computer Skills are possessed...



MARATHA VIDYA PRASARAK SAMAJ'S

GMD ARTS, BW COMMERCE AND SCIENCE COLLEGE, SINNAR.

INTERNSHIP PROGRAMME

2021-2022

Details about Organization

- ☐ **Name of the Bank:** Bank of Baroda
- ☐ **Address:** Musalgaon, Sinnar, Nashik.
- ☐ **Nature:** Indian Public Sector Bank
- ☐ **Owner of the Business:** Government of India.
- ☐ **Turnover:** 30 crore.
- ☐ **Market capital:** 11,55,364 crore.



Area for Internship

☐ Core Area :

- Banking & Finance

☐ Special Area :

- Loan section.
- Business Analyst.
- Credit section.
- Research & Analysis.
- Data entry.

List Of The Skills

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

- ☐ Regularity/punctuality
- ☐ Behavior / soft skills
- ☐ Mobilize people and resources
- ☐ Ability to put theory into practice
- ☐ Ability to take initiative for problem solving
- ☐ Commitment to the assigned task
- ☐ Technical proficiency
- ☐ Business communication
- ☐ Managerial Skills
- ☐ Client relation

Proposed Outcome of The Internship Program

The internship program 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.

- ☐ Demonstrate the application of knowledge and skill sets acquired
- ☐ Solve real life challenges in the workplace by analyzing work environment and conditions
- ☐ Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral mean
- ☐ Exhibit critical thinking and problem-solving skills by analyzing underlying issue/s to challenges
- ☐ Recommend ideas to improve work effectiveness and efficiency by analyzing challenges and considering viable options
- ☐ Developed a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real organizational setting.

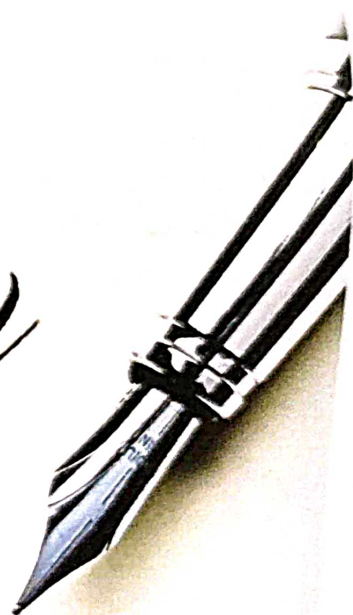
Acknowledgment

First I wish to express my sincere gratitude to our Honorable Principal **Dr.P.V. Rasal** and Head of the department of Commerce **Prof. N.D. Sontakke** for providing me an opportunity to do my internship at **Bank of Baroda**. For me, it was a unique experience to study about Banking & Finance. This internship period was a great chance of learning and professional development.

my deepest thanks to prof **Dr.Y.H. Walunj** & prof **D.B. Male** for giving necessary advice and guidance. They have arranged all facilities to make our internship program more meaningful. Their PowerPoint Presentations were very useful for me. I thank for their valuable guidance.

I sincerely thank to Branch Manager **Mr. Prashant Kokate** for his careful and precious guidance and support which was extremely valuable for my study, both theoretically and practically.

Thank you



MARATHA VIDYA PRASARAK SAMAJ, NASHIK
G.M.D. ARTS, B.W.COMMERCE & SCIENCE
COLLEGE, SINNAR, DIST-NASHIK
INTERSHIP PROGRAMME
THIRD YEAR B.COM. (SEM.V)
UNDER CHOICE BASED CREDIT SYSTEM
(DURATION 60 HOURS)
SUBJECT: BANKING & FINANCE

NAME OF THE STUDENT: NIRANK RAVINDRA ZADE
ROLL NO: 319
NAME OF THE ORGANIZATION FOR INTERSHIP:
Gayatri with rural non-agriculture, Credit unions limited
2021-22

internship
PROGRAMME

OBJECTIVES OF INTERSHIP PROGRAMME

1. TO ACQUIRE THE KNOWLEDGE, SKILLS AND ABILITY OF THE SUBJECT BANKING & FINANCE TO SEEK JOB OPPORTUNITY/START BUSINESS.
2. TO RECEIVE VALUABLE WORK EXPERIENCE.
3. TO EXPLORE CAREER PATH.
4. TO LEARN VARIOUS SKILLS THAT REQUIRED TO CORPORATE/BUSINESS.
5. TO PREPARE TO COPE UP CHANGING ENVIRONMENT.
6. TO MAKE PLACE IN JOB MARKET.
7. TO EARN CREDITS AS PER THE UNIVERSITY GUIDELINES.
8. TO ADOPT WORK CULTURE IN A TEAM.
9. TO UNDERSTAND THE RESPONSIBILITY, ACCOUNTABILITY.

NATURE OF INTERSHIP PROGRAMME

TO UNDERGO SIXTY HOURS OF PRACTICAL TRAINING IN
BANKING / FINANCIAL PRACTICES.

PERIOD (DATE): 14th MARCH TO 18th APRIL

ALLOCATION OF 60 HOURS: 30 X 2 HOURS

I WILL WORK IN ORGANIZATION DAILY 2 HOURS FOR 30 DAYS.

WORK	TOTAL TIME	DAILY HOURS	DURATION
CHECK THE REGULAR TRANSACTIONS	30 HOURS	2 HOURS	15 DAYS
ABOUT THE LOAN INFORMATION and Application	30 HOURS	2 HOURS	15 DAYS
LETTER FILLING			

DETAILS ABOUT ORGANISATION

- NAME OF THE ORGANISATION : Gayatri with rural non-agriculture. , Credit unions limited
- ADDRESS: KARWADI - HANDEWADI, TAL- KOPARGAON.
- NATURE:-
- OWNER/MANAGER OF THE BUSINESS :- Mr. DATTATRAYA
C. FARTALE
- ABOUT BUSINESS :-
- TURNOVER :-
- MARKET SHARE :- —

PRE SOFT SKILLS REQUIRED

SOFT SKILLS ARE ACQUIRED BEFORE JOINING INTERNSHIP THIS MAY BE HELPFUL FOR INTERSHIP PROGRAMME.

- SOCIAL ETIQUETTES AND MANNERS
- MOBILE MANNERS
- EFFECTIVE COMMUNICATION
- LISTENING SKILLS
- REPORTING SKILLS
- GROUP DISCUSSION SKILLS
- INTERVIEW SKILLS
- SURVEY SKILLS ETC.
- WITH THIS SKILLS COMPUTER SKILLS ARE POSSESSED.

AREA FOR INTERNSHIP

- CORE AREA : BANKING & FINANCE
- SPECIAL AREA: BANKING/FINANCE

- TO LEARN PRIMARY FUNCTIONS OF CREDIT UNIONS.
- TO LEARN FEATURES AND SERVICES OF A CREDIT UNIONS.

DETAILING

LIST OF THE SKILLS

- ANALYTICAL SKILLS
- BEHAVIOUR/SOFT SKILLS
- TEAM WORK
- ORGANISATION AND TIME MANAGEMENT
- REGULARITY AND PUNCTUALITY
- ABILITY TO PUT THEORY INTO PRACTICE

PROPOSED OUTCOME OF THE INTERNSHIP PROGRAM

- TO DEVELOP WORK HABITS AND ATTITUDE NECESSARY FOR JOB SUCCESS.
- IT WILL HELP ME TO EXPLORE CAREER PATH.
- IT WILL EVENTUALLY GIVE AN EDGE IN THE JOB MARKET.
- TO IMPROVE EFFECTIVENESS AND EFFICIENCY.
- HELP TO DEVELOPED SELF CONFIDENCE, INTERPERSONAL SKILLS AND ABILITY.

PLACE



LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Letter Head of the Internship Provider Organisation

1. Name of the Student : Nirank Ravindra Zade
2. Name of the College : T.Y.B.Com. -B
3. Division and Roll Number : 326
4. Address : Sinner shirdi road, Shankar Nagar, taluka - Sinner
5. Contact Number : 8928033938
6. Email ID : zshubham712@gmail.com
7. Special Subject : Banking & Finance
8. Internship start date : 28-3-2022
9. Internship end date : 07-5-2022

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
28-3-22	11:30	1:30	2	Translation 'inty	[Signature]	N.R. Zade
29-3-22	11:30	1:30	2	Cashbook Detail	[Signature]	N.R. Zade
30-3-22	11:30	1:30	2	File information submit	[Signature]	N.R. Zade
31-3-22	11:30	1:30	2	Data entry	[Signature]	N.R. Zade
1-4-22	11:30	1:30	2	Pigmy machine inty	[Signature]	N.R. Zade
4-4-22	11:30	1:30	2	Loan file	[Signature]	N.R. Zade
5-4-22	11:30	1:30	2	gold Loan detail	[Signature]	N.R. Zade
6-4-22	11:30	1:30	2	Cash Counting	[Signature]	N.R. Zade
7-4-22	11:30	1:30	2	Opening Account All type	[Signature]	N.R. Zade
8-4-22	11:30	1:30	2	Loan disbursement process	[Signature]	N.R. Zade
11-4-22	11:30	1:30	2	Transaction Entry	[Signature]	N.R. Zade
12-4-22	11:30	1:30	2	Data entry	[Signature]	N.R. Zade
13-4-22	11:30	1:30	2	Loan file	[Signature]	N.R. Zade

Certified that Nirank Ravindra Zade (Name of the student) has satisfactorily completed the internship programme assigned to him.



Date : गायत्री ग्रामीण बिगर शेती सहकार
संस्था सर्व काश्चाही-होमोडी

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider Organisation

To,
The Principal,
G.M.D. ^{Sioner} College,
.....Sioner (Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.	Nirank Ravindra zale	326	3570-1154-7253	Banking & Finance
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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

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

I wish them every success in future endeavors.

Thank you.



Sincerely,

[Signature]
गायत्री ग्रामीण विकास सोसायटी
कायदा मर्मा कायदा मर्मा - कायदा मर्मा
(Authorised Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

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

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Mr. Dattatray Chakurao Fortale
2)	Department	:
3)	Designation	: Manager
4)	Name of the Student	: Nirank Ravindra Zade
5)	Name of the College	: G.M.D. College, Sinnar
6)	Roll Number	: 326
7)	Special Subject	: Banking & Finance

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

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge	✓				
2)	Communication Skills	✓				
3)	Punctuality & Dedication		✓			
4)	Ability to work in teams	✓				
5)	Problem solving skills		✓			
6)	Quality of work done	✓				
7)	Effectiveness		✓			
8)	Efficiency	✓				
9)	Ability to take Initiative		✓			
10)	Positive attitude		✓			
11)	Appearance	✓				
12)	Using full potential at work	✓				
13)	Work habits	✓				
14)	Honesty & Integrity	✓				
15)	Creativity	✓				

Please turn over

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


- 1) Better work in Internship Programme
- 2) Communication skills is good and better
- 3) Effectiveness in Internship Programme.

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

1. Increase the internship period.
2. Give any one special subject.
3. Pre-plant the internship programme.
- 4.
- 5.

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

1. Plan industrial visit, seminar to gain
2. more knowledge and better opportunity
3. increase time of internship programme
4. focus on practical knowledge
- 5.


Name, Designation and Signature of the Supervisor / Reviewing Officer
प्रमुख प्राध्यापक विमल शेती सहकारी
संस्था - काठमाडौं - इटहरी

Place of Review :

Date of Review :

