



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

**INTERNSHIP PROGRAMME**

**THIRD YEAR B.COM.(SEM.-VI)**

**UNDER CHOICE BASED CREDIT SYSTEM**

**SUBJECT: BUSINESS ENTREPRENEURSHIP II & III**

III  
15/11/23  
15/11/23  
15/11/23

**NAME : SHINDE SAMPADA PRAKASH**

**ROLL NO. : 227**

**DIV. : B**

**GUIDENCE TEACHER : PROF. ~~TAWDE~~ SIR**

**PROF. SONAWANE SIR**

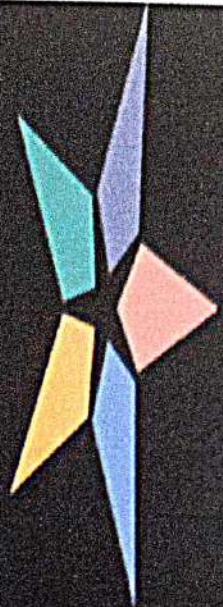
**NAME OF ORGANIZATION FOR INTERNSHIP :**

**SATTI PLASTIC**

## *DETAILS ABOUT ORGANIZATION*

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- Name of the organization : Sati plastic.
- Address : B-37, MIDC, Malegaon, sinhar, Nashik.
- Nature : Manufacturer.
- Owner of the business : Ashish saraf.
- About business : Manufacture of plastic bottle.
- Turnover : 10 – 15 cr. Annually.



Sati Plastics  
Complexity Simplified



# ALLOCATION OF 60 HOURS OF INTERNSHIP PROGRAMME

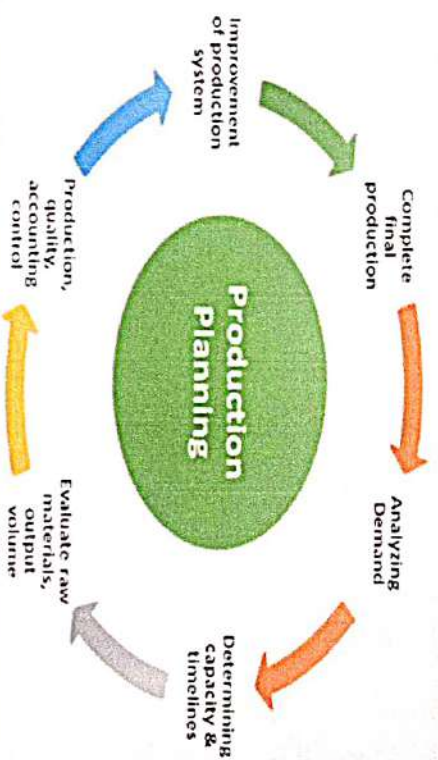
SR.NO	FROM.	TO.	TOTAL HOURS.
1.	06/03/2023	24/03/2023	60 HOURS

**15 DAYS EVERY  
4 HOURS.**



# ARBEA SELECTED FOR INTERNSHIP

- Core area : Business Entrepreneurship
- Special area : Production Management

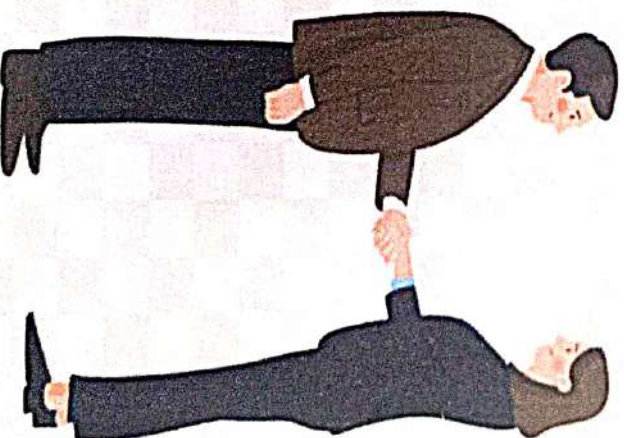


**LIST OF OFFICERS AND THE STAFF MEMBERS  
OF THE INTERNSHIP PROVIDING  
ORGANIZATION WITH DESIGNATION**

<b>Str.no</b>	<b>Name</b>	<b>Designation</b>
1.	Aashish Saraf	Owner
2.	Mahesh Thorat	H.R
3.	Ganesh Bodke	Production Manager
4.	Karan Kappdi	Supervisor
5.	Sharadh Sanap	Section in charge

**NAME AND DESIGNATION OF THE OFFICER UNDER WHOM THE INTERNSHIP WAS COMPLETED**

Sr. N o.	Name	Designation
1.	Ganesh Bodke	Production manger
2	Karan Kappdi	Supervisor

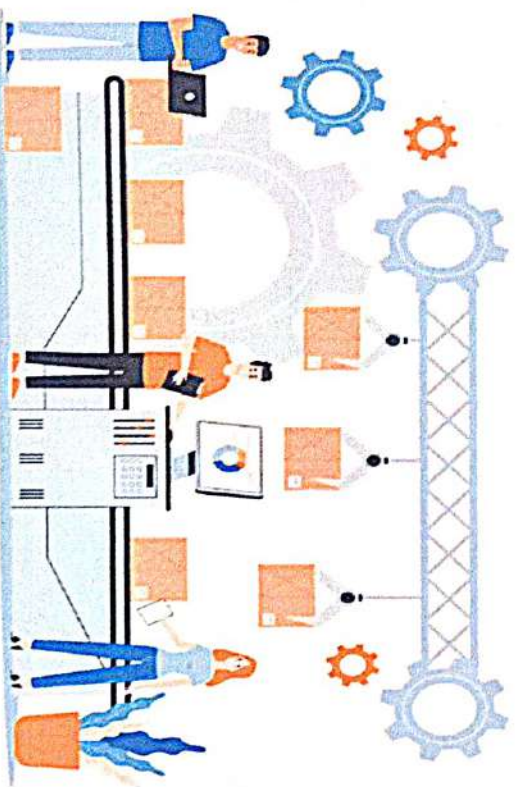




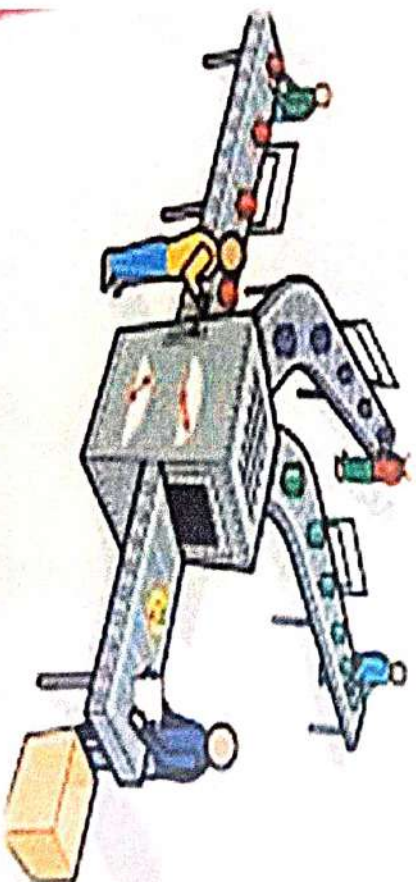
# WORK PROFILE ASSIGNED DURING THE INTERNSHIP PROGRAMME

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**Production Control**



PRODUCTION PLANNING AND  
CONTROL

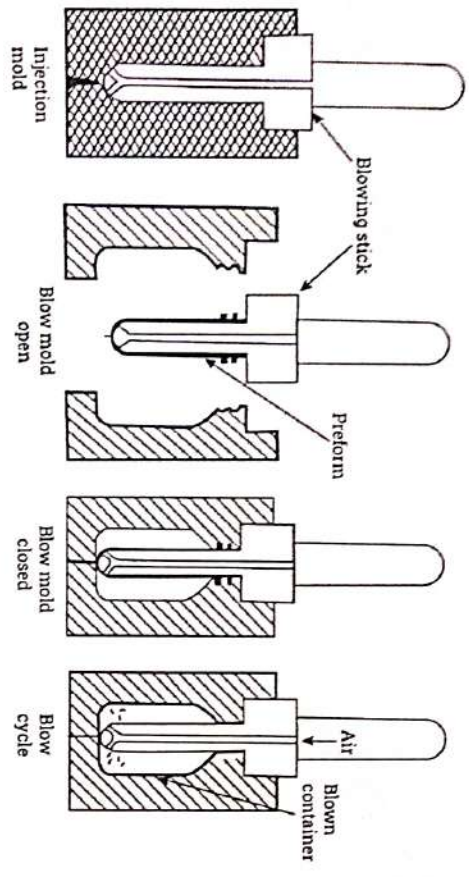


# *ACTUAL WORK PERFORMED DURING THE INTERNSHIP PROGRAMME*

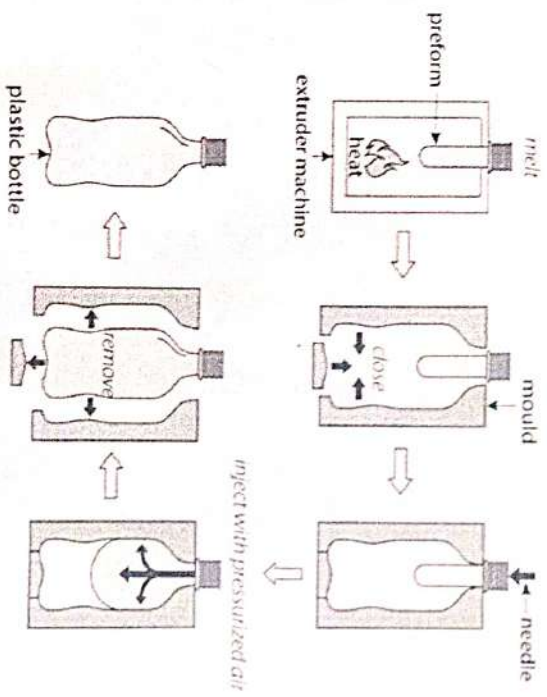
- As per requirement printing , printing fail set the machine and printing done on the machine after starting machine supervisor with operator inspect 1<sup>st</sup> 5 pieces and record the observation in the printing machine inspection report. Each new production started after 1<sup>st</sup> piece inspection.
- Supervisor inspect all running production at hourly frequency and record the printing machine inspection report.
- Check and ensure that bottles finishing is properly done.
- Check no white mark , no line marks , no dot marks no excess flash cutting etc.
- If bottle printed then bottle printing quality to be checked.

# BOTTLE PRODUCTION PROCESS

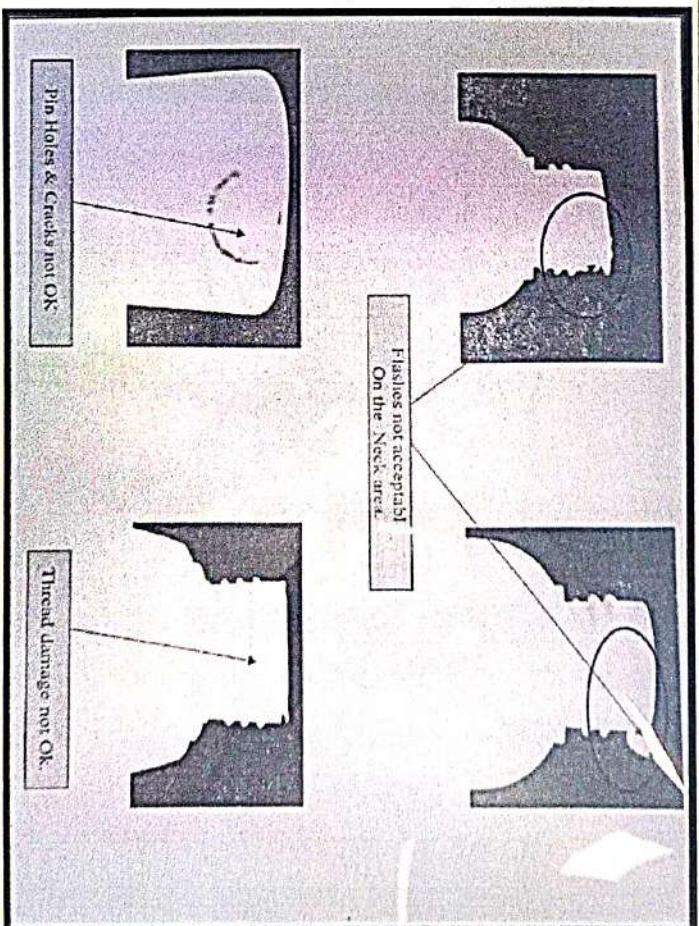
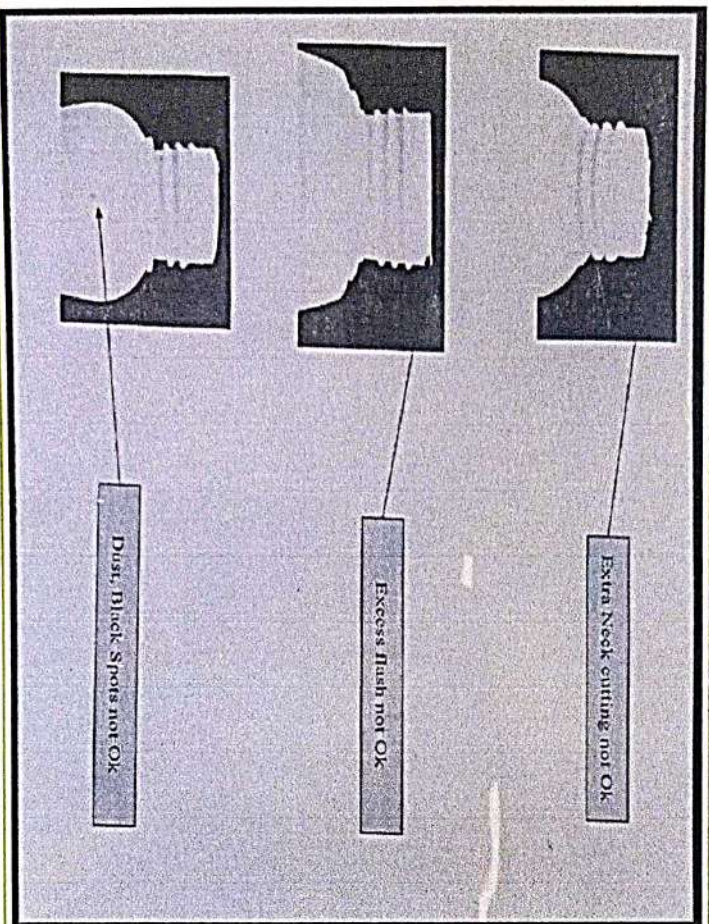
## Injection Blow Molding



## Plastic bottle production process



# CHECKING STATION MOULDING / CHECKING



# SKILLS LEARNT DURING THE INTERNSHIP PROGRAMME

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## PRIMARY SKILLS :

1. Regularity
2. Behavior
3. Soft skills
4. Team work
5. Ability to put theory into practice
6. Commitment to the assigned task

## **SECONDARY SKILLS:**

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1. Project management
2. Decision making
3. Computer literacy
4. Emotional intelligence
5. Data analysis
6. Critical thinking
7. Time management

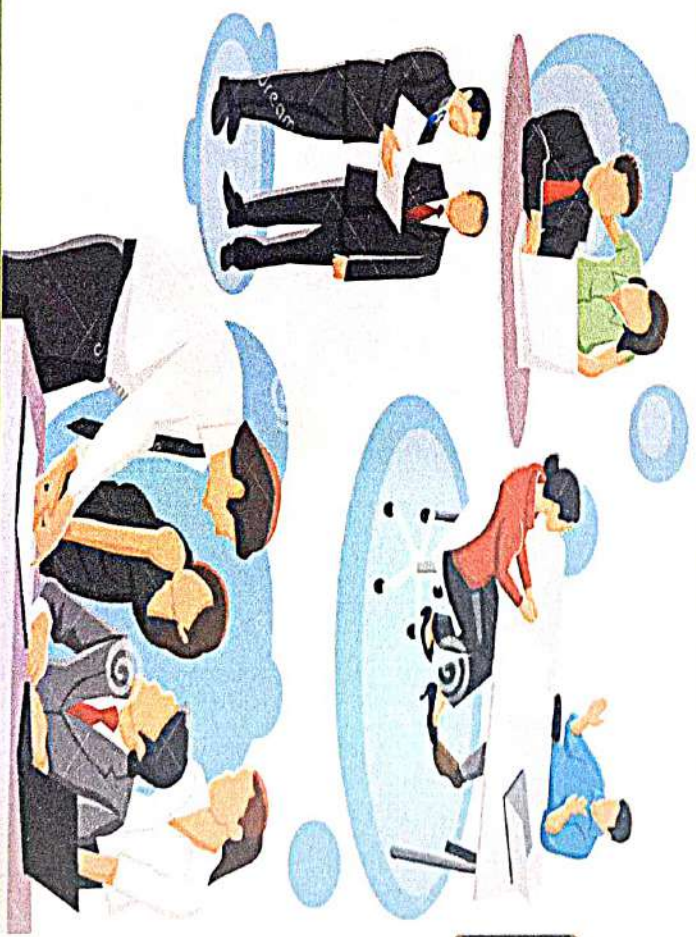
## **PROBLEM FACED WHILE PERFORMING THE ASSIGNED TASK**

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- Understanding the work.
- Time management.
- Competing demands.
- Managing deadline.
- Pressure from management.
- Self doubts.

## HOW THE PROBLEM WERE ADDRESSED TO

- All problems that I discussed with senior officer.
- The senior officer given the proper solution of the problem.
- The senior officer give some suggestions that an useful while doing work.
- The senior give some tips to handle emergency of the problem.





# CONTRIBUTION MADE TOWARDS BETTER FUNCTIONING THE ORGANIZATION

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- Communication and relationship play an important role in a healthy organization culture.
- Reduce the work load of employee so they feel relax.
- Employee can focus on another work due to reduced workload.
- Some new ideas and point of view given are useful to better functioning of company.

# LIST OF THE SKILLS REQUIRED TO PERFORM THE ASSIGNED TASK

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*Soft skills are acquired after joining internship this may be helpful for career / future.*

- Social etiquettes and manners.
- Mobile manners.
- Effective communication.
- Listening skills.
- Survey skills.
- Reporting skills.
- Problem solving skills.
- Self management.
- Planning and organizing.

# *OUTCOME OF THE INTERNSHIP PROGRAMME*

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- I have acquired the knowledge, skills and ability of the subject Business Entrepreneurship to seek job opportunity / start up business.
- I have received valuable work experience.
- I have explored the career path.
- I have developed skills in the applicable of the theory to practical work situations.
- I have build good communication skill with group of workers and learn to proper behavior of corporate life in industrial sector.
- I prepared to cope up changing environment.
- I have understood the responsibility and accountability.

# ACKNOWLEDGMENT

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- First I wish to express my sincere gratitude to our honourable principal Dr. P. V. Rasal and head of the department of commerce Prof.Dr. G. R. Patil sir for providing me an opportunity to do my internship at **SATI PLASTIC** for me, it was a unique experience to study about production was a great chance of learning and professional development.
- My deepest thanks to Prof. Tawde sir and Prof. sonawane sir for giving necessary advice and guidance. He has arranged all facilities to make our internship program more meaningful. Her powerpoint presentation were very useful for me. I thank him for his valuable guidance.
- I sincerely thank to owner **Mr. Ashish saraf** 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 Barkha and Vrushali for their support in carrying out this work successfully.

THEY

YOU!



# Sati Plastics

Complexity Simplified

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

Subject: Internship Completion Certificate .....

Dear 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 student	Roll No.	Special Subject
1.	Shinde Sampada Prakash	227	Business Entrepreneurship II & III

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 organization.

I wish them every success in future endeavors.

Thank you.

Sincerely,



*Anun. Gunde*

Anun. Gunde  
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.

### Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Karn Kapdi
2)	Department	: Production
3)	Designation	: Supervisor
4)	Name of the Student	: Shinde Sampada Prakash
5)	Name of the College	: G.M.D college, Sinnar.
6)	Roll No	: 227
7)	Special Subject	: Business Enterpreneurship IT&IT

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

No.	Parameter of feedback	Excellent	Very good	Good	Satisfactory	Needs improvements
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	✓				



# Sati Plastics

Complexity Simplified

1. Name of the student : Shinde Sampada Prakash
2. Name of the College : G. M. D. College, Sinnar.
3. Class : TYBCOM
4. Division and Roll No. : B , 227
5. Address : kale mala, maparvadi road, Sinnar.
6. Contact Number : 9881696005
7. Email Id : sampadashinde9881@gmail.com
8. Special Subject : Business Entrepreneurship II & III
9. Internship Start Date : 06/03/2023
10. Internship End Date : 24/03/2023

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total hours	Details of work done	Signature of officer	Signature of student
	From	To				
6/3/23	12:00	4:00	4 hr.	Introduction of org. & staff.	<u>Charud</u>	<u>S. Shinde</u>
7/3/23	12:00	4:00	4 hr.	understand the work.	<u>Charud</u>	<u>S. Shinde</u>
8/3/23	12:00	4:00	4 hr.	understand the work.	<u>Charud</u>	<u>S. Shinde</u>
9/3/23	12:00	4:00	4 hr.	understand the rules & regulation of company.	<u>Charud</u>	<u>S. Shinde</u>



Date	Time		Total hours	Details of work done	Signature of officer	Signature of student
	From	To				
10/3/23	12:00	4:00	4hrs	understand the safety rules & tips	<u>Aharad</u>	<u>Bhinde</u>
13/3/23	12:00	4:00	4hrs	understand the function of production	<u>Aharad</u>	<u>Bhinde</u>
14/3/23	12:00	4:00	4hrs	function of production	<u>Aharad</u>	<u>Bhinde</u>
15/3/23	12:00	4:00	4hrs	function of production	<u>Aharad</u>	<u>Bhinde</u>
16/3/23	12:00	4:00	4hrs	check size of bottle	<u>Aharad</u>	<u>Bhinde</u>
17/3/23	12:00	4:00	4hrs	no white mark	<u>Aharad</u>	<u>Bhinde</u>
20/3/23	12:00	4:00	4hrs	no line mark	<u>Aharad</u>	<u>Bhinde</u>
21/3/23	12:00	4:00	4hrs	check the bottle printing quality	<u>Aharad</u>	<u>Bhinde</u>
22/3/23	12:00	4:00	4hrs	work completed given by manager	<u>Aharad</u>	<u>Bhinde</u>
23/3/23	12:00	4:00	4hrs	work completed given by manager	<u>Aharad</u>	<u>Bhinde</u>
24/3/23	12:00	4:00	4hrs	submit the report of work done by me	<u>Aharad</u>	<u>Bhinde</u>

Certified that **Shine Sampada Prakash** has satisfactorily completed the internship programme assigned to her.

Karan Kapadi

Karan Kapadi  
Name & Signature of

Supervisor

Mandag

Mandag  
Name & signature of

manager

Aharad

Aharad  
Name & signature of

section in charge

Date : 27/03/2023



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

According to SWOC analysis of the student, the strengths of the student are punctuality, ability to work in team and effectiveness and the weakness of the student is appearance, positive attitude ability to take initiative & creativity.

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

- 1) Improve the communication skill.
- 2) Increase ability to take initiative.
- 3) Improve quality of work done.
- 4) Increase creativity.
- 5) Improve appearance.

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

- 1) Support increased opportunities for student work experience.
- 2) Align your educational offerings with in demand skill.
- 3) Focus on soft skills in the curriculum.
- 4) make practical info. easily accessible to international students.
- 5) skills of Good personal presentation timekeeping & Flexibility increase.



Karan Kapdi

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review: Sinnar.

Date of Review: 27/03/2023



**END ARTS, B.V. COMMERCE AND SCIENCE  
COLLEGE, SINNAR,  
INTERNSHIP PROGRAMME  
THIRD YEAR B. COM. (SEMESTER VI)  
UNDER CHOICE BASED CREDIT SYSTEM  
SUBJECT: BUSINESS ENTREPRENEURSHIP**

**The Student: Pagar Payal Ganesh**

**Roll No. -175**

**Name of the organization for Internship:  
Harmony Organics Private Limited,  
Plot No.D-5,MIDC Kurkumbh,Tal-Daund,  
Dist-Pune,Maharashtra,India.**

HARMONY ORGANICS PRIVATE LIMITED, MIDC KURKUMBH, PUNE.



# CONTENT PROPOSED TO BE LEARNT DURING THE INTERNSHIP PROGRAMME

- 1.ROLE OF THE HR DEPARTMENT IN  
THE ORGANIZATION.
- 2.HOW TO FUNCTIONING  
MARKETING DEPARTMENT.
- 3.SAFETY WORK CULTURE IN THE  
CHEMICAL FACTORY.

# ALLOCATION OF 60 HOURS OF INTERNSHIP PROGRAMME.

Sr.No.	From	To	Hours.	Activity
1.	03 April 2023	10 April 2023	2 Hrs.* 6 Days = 12 Hrs.	Introduction of Job & Organization
2.	11 April 2023	16 April 2023	2 Hrs.* 6 Days = 12 Hrs	Training Programme on Safety
3	17 April 2023	22 April 2023	2 Hrs.* 6 Days = 12 Hrs	Employee engagement programme
4	23 April 2023	28 April 2023	2 Hrs.* 6 Days = 12 Hrs	Understand the industrial work culture
5	29 April 2023	03 May 2023	2 Hrs.* 6 Days = 12 Hrs	Understanding the documentation
<b>Total Hours</b>			<b>60 Hours</b>	

**LIST OF OFFICERS AND THE STAFF MEMBERS OF THE INTERNSHIP PROVIDING ORGANIZATION WITH DESIGNATION.**

<b>Sr.No</b>	<b>Department</b>	<b>Name of the person</b>	<b>Designation</b>
1	Humen resorces	Shahaji Khartode	Deputy manager-HR
2	Quality Assurance & Quality Control	Kalyani Suryawanshi	Assistant Manager-QA/QC
3	Marketing	Kirti Pardeshi	Executive-Marketing
4	Production	Santosh Salunkhe	Manager-Production
5	Environment,Health & Safety	Anant Burkul	Assistant Manager-EHS

**NAME AND DESIGNATION OF THE OFFICER UNDER WHOM THE INTERNSHIP WAS COMPLETED.**

Sr.No	Department	Name of the person	Designation
1	Humen resorces	Shahaji Khartode	Deputy manager-HR
2	Quality Assurance & Quality Control	Kalyani Suryawanshi	Assistant Manager-QA/QC
3	Marketing	Kirti Pardeshi	Executive-Marketing
4	Production	Santosh Salunkhe	Manager-Production
5	Environment,Health & Safety	Anant Burkul	Assistant Manager-EHS



**WORK PROFILE ASSIGNED DURING THE  
INTERNSHIP PROGRAMME.**

- 1) HR RELATED ACTIVITY.**
- 2) EMPLOYEE ENGAGEMENT PROGRAMS**
- 3) CUSTOMER VISITS REGARDING SALES  
& MARKETING.**

ACTUAL WORK PERFORMED DURING  
THE INTERNSHIP PROGRAMME.

1) CONDUCT THE MORNING  
MEETINGS WITH ALL MANAGERS.

2) ARRANGED TEAM OF THE MONTH  
AND EMPLOYEE OF THE MONTH  
AWARD DISTRIBUTION PROGRAM FOR  
ALL STAFFS AND WORKERS

# SKILLS LEARNED DURING THE INTERNSHIP PROGRAMME

- 1) HOW TO HANDLE EMPLOYEE AS ON  
HR POSITION.
- 2) HOW WE TAKEN SAFETY IN  
CHEMICAL PLANT.
- 3) HOW TO APPROACH NEW  
CUSTOMER.

**PROBLEM FACED WHILE**

**PERFORMING THE ASSIGNED TASK**

**1)FULFILL THE EMPLOYEES**

**REQUIREMENT**

**2)DEVELOPING NEW CUSTOMERS**

**HOW THE PROBLEMS WERE  
ADDRESSED TO**

- 1) COMMUNICATION WITH TEAMS.**
- 2) TRAINING PROVIDED AS PER  
REQUIREMENT**

**CONTRIBUTION MADE TOWARDS  
BETTER FUNCTIONING THE  
ORGANIZATION.**

- 1) TEAM WORK IS IMPORTANT**
- 2) GOOD COMMUNICATION ALSO  
ESSENTIAL.**

**LIST OF THE SKILLS REQUIRED TO  
PERFORM THE ASSIGNED TASK,  
(NOT INCLUDED IN THE SYLLABUS)**

- 1) GOOD COMMUNICATION**
- 2) LANGUAGE SKILL**
- 3) UNDERSTANDING NATURE**

BOOK

MARKET



1. Name of the Student : Pagar Payal Ganesh
2. Name of the College : T.Y.B.Com.
3. Division and Roll Number :B-175
4. Address :At post-Pangari Bk,Tal:Sinnar,Dist:Nashik
5. Contact Number :9699010080
6. Email ID :payalpagar95@gmail.com
7. Special Subject :Business entrepreneurship
8. Internship start date : 3<sup>rd</sup> April 2023
9. Internship end date :3<sup>rd</sup> May 2023

### LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
03/04/23	10:00	12:00	2	introduction of job & organization.	Shahaji	Payal
04/04/23	10:00	12:00	2	HR department.	Shahaji	Payal
05/04/23	10:00	12:00	2	EHS department	Shahaji	Payal
06/04/23	10:00	12:00	2	marketing department	Shahaji	Payal
07/04/23	10:00	12:00	2	Admun department.	Shahaji	Payal
08/04/23	10:00	12:00	2	Production department	Shahaji	Payal
09/04/23	10:00	12:00	2	oc/on department	Shahaji	Payal
10/04/23	10:00	12:00	2	Dispatch/logistic department	Shahaji	Payal
11/04/23	10:00	12:00	2	Information about PPE (safety)	Shahaji	Payal
12/04/23	10:00	12:00	2	Information about Assembly Point & SCABA Unit	Shahaji	Payal
13/04/23	10:00	12:00	2	First Aider training.	Shahaji	Payal
14/04/23	10:00	12:00	2	Fire fighter training.	Shahaji	Payal

*Quality that Smells Excellence*

**Harmony Organics Pvt. Ltd.**

Office Address : 126, Fortune Estate, East Block, Pune Solapur Road, Hadapsar Pune 411028 India.

+91 2065209021 | info@harmonyorganics.in

CIN No.: U24110RAH2003 PTEC10057



Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
15/04/23	10:00	12:00	2	chemical compatibility testing	[Signature]	Pooja
16/04/23	10:00	12:00	2	How to handle work Permit regarding safety	[Signature]	Pooja
17/04/23	10:00	12:00	2	Explain about employee engagement	[Signature]	Pooja
18/04/23	10:00	12:00	2	Team of the month award	[Signature]	Pooja
19/04/23	10:00	12:00	2	Team of the year Employee of the year	[Signature]	Pooja
20/04/23	10:00	12:00	2	Celebration of FY achievement	[Signature]	Pooja
21/04/23	10:00	12:00	2	Tossing programs	[Signature]	Pooja
22/04/23	10:00	12:00	2	Games	[Signature]	Pooja
23/04/23	10:00	12:00	2	Understanding Industry work	[Signature]	Pooja
24/04/23	10:00	12:00	2	Functioning HR dept	[Signature]	Pooja
25/04/23	10:00	12:00	2	Functioning production	[Signature]	Pooja
26/04/23	10:00	12:00	2	Functioning QA loc	[Signature]	Pooja
27/04/23	10:00	12:00	2	functioning marketing	[Signature]	Pooja
28/04/23	10:00	12:00	2	functioning dispatch	[Signature]	Pooja
29/04/23	10:00	2:00	4	sop of documentation sop & record	[Signature]	Pooja
30/04/23	10:00	2:00	4	document of regulatory	[Signature]	Pooja
2/04/23	10:00	12:00	2	Supplier document	[Signature]	Pooja
3/04/23	10:00	12:00	2	QA/loc all documents	[Signature]	Pooja
Total Hours						

Certified that Pooja Pooja Ganesh (Name of the student) has satisfactorily completed the internship programme assigned to him.

Name & Signature of [Signature] supervisor  
 Name & signature of [Signature] manager  
 Name & signature of [Signature] section in charge



Date : **Harmony Organics Pvt. Ltd.**

Office Address : 126, Fortune Estate, East Block, Pune Solapur Road, Hadapsar, Pune-411028, India.  
 (+91) 2065209021 | info@harmonyorganics.in  
 CIN No.: U24110MH2003 PTC 100657

To,  
The Principal,  
GMD College,  
Sinnar, Nashik

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.	Pagar Payal Ganesh	175	974644759929	Business entrepreneurship


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,  
  
Name & Signature  
(Authorized Signatory)

*Quality that Smells Excellence*

**Harmony Organics Pvt. Ltd.**

Office Address : 126, Fortune Estate, East Block, Pune Solapur Road, Hadapsar, Pune - 411028, India

☎ +91 2065209921 | ✉ info@harmonyorganics.in

CIN No.: U26119MH2013PTC010677

## 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	: Kalyani Suryawanshi
2)	Department	: Quality
3)	Designation	: Assistant Manager-QA/QC
4)	Name of the Student	: Pagar Payal Ganesh
5)	Name of the College	: GMD College, Sinner, Nashik.
6)	Roll Number	: 175
7)	Special Subject	: Business entrepreneurship

**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



Quality that Smells Excellence

Harmony Organics Pvt. Ltd.

Office Address : 126, Fortune Estate, East Block, Pune Solapur Road, Hadapsar, Pune-411025, India.

☎ +91 2065209021 | ✉ info@harmonyorganics.in

CIN No. : U24110MH2003PLC110657

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

1] Good communication - strength

2] Interested to Learning - strength

3] spoken english - weakness.

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

1. Increasing hrs time.

2. Involving more number of students.

3.

4.

5.

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

1. NA.

2.

3.

4.

5.

Name, Designation and Signature of the Supervisor / Reviewing Officer

Kalpani Suryawanshi

Place of Review : Kurkumbh MIDC, Kurkumbh, Pune.

Date of Review : 05/05/2023



*Quality that Smells Excellence*

**Harmony Organics Pvt. Ltd.**

Office Address : 126, Fortune Estate, East Block, Pune Solapur Road, Hadapsar, Pune-411028, India.

☎ +91 2065209021 | ✉ info@harmonyorganics.in

CIN No.: U24110MH2003PTC140657



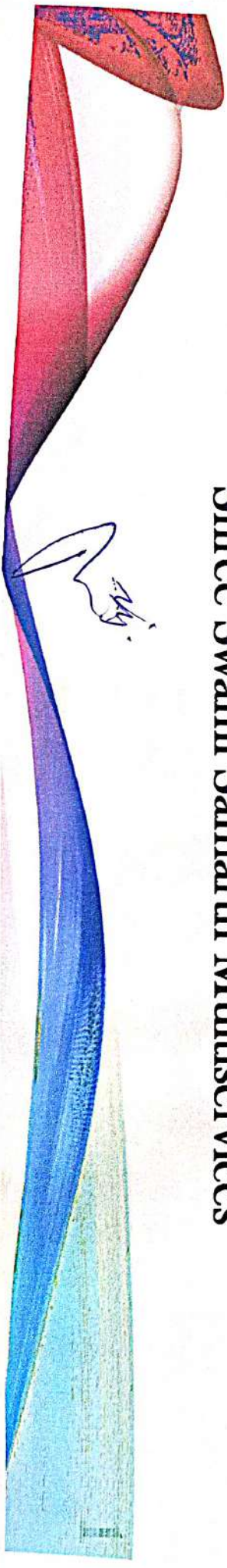
MARATHA VIDYA PRASARAK SAMAJ'S  
GMD ARTS, BW COMMERCE AND SCIENCE COLLEGE,  
SINNAR.

**INTERNSHIP PROGRAMME**  
THIRD YEAR B. COM (SEMESTER VI)  
UNDER CHOICE BASED CREDIT SYSTEM  
SUBJECT: MARKETING MANAGEMENT-I&III

Name of the Student: Mali Vaibhav Sampat

Roll No.156 Div.A

Name of the Organization for Internship (A.Y. 2022-23):  
Shree Swami Samarth Multiservices



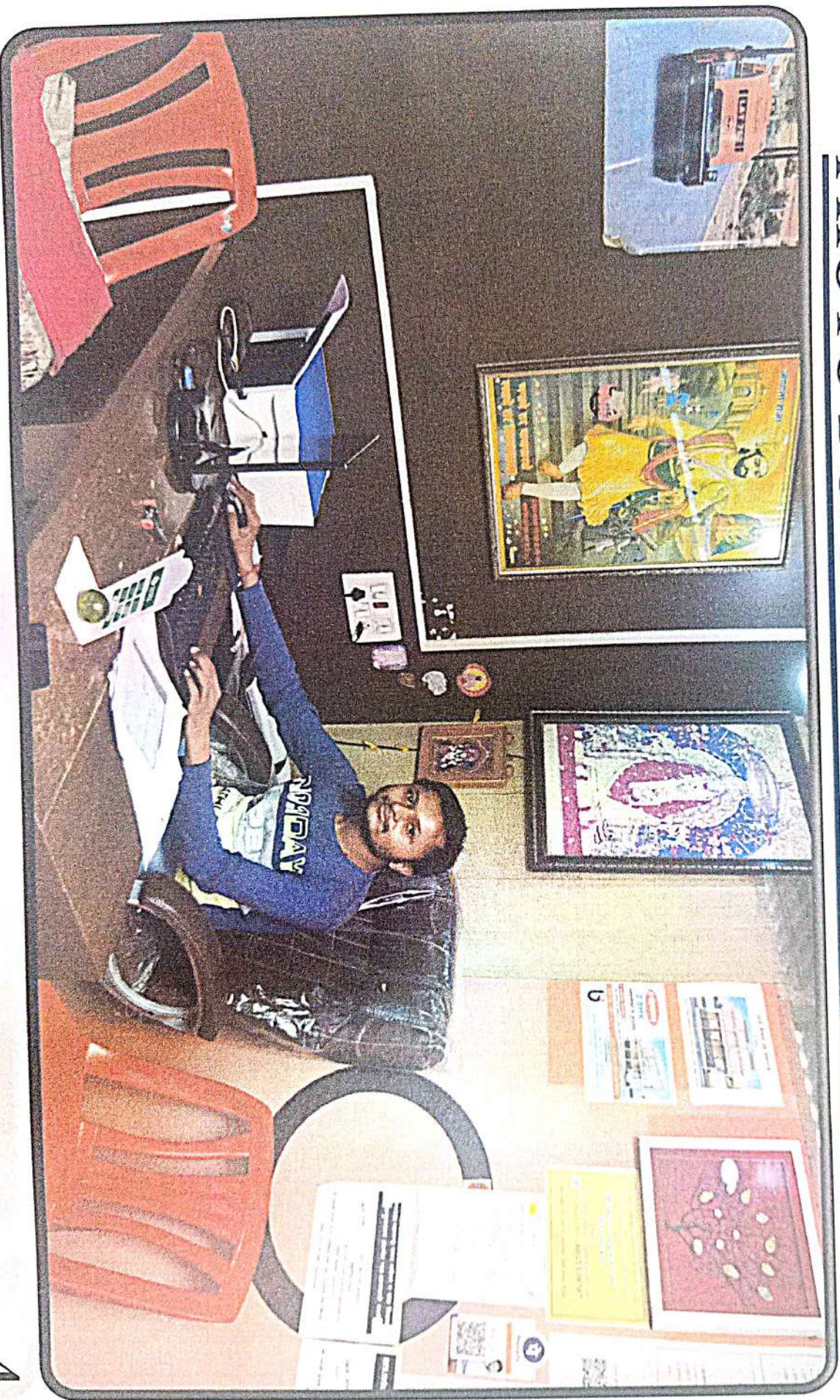
# Details About Organization

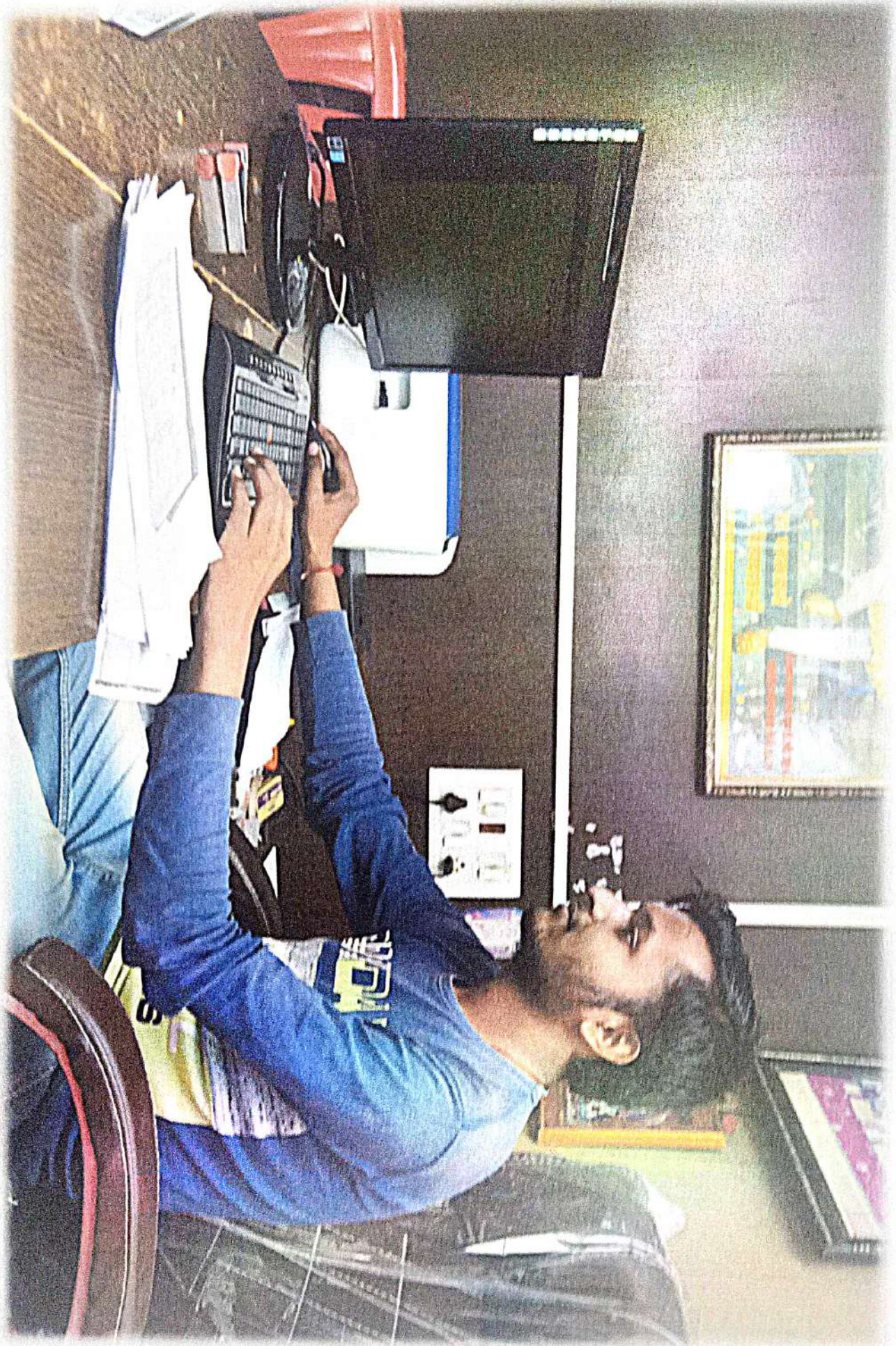
- ❖ Name of the organization: **Shree Swami Samarth Multiservices**
- ❖ Address : Shop No.21 Ganga Ves, Naigaon Road,Sinnar
- ❖ Nature : Cyber Cafe
- ❖ Owner of the Business : Mr.Harshal Ugale(Proprietor)
- ❖ About Business : Cyber Cafe(Rendering all types of online Services & Form Fillings)
- ❖ Turnover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





# PHOTO DURING THE INTERNSHIP





## Area Selected For Internship

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

# Allocation of 60 Hours

Sr. No.	From	To	Hours.	Activity
1.	1 April 2023	6 April 2023	2 Hrs.* 6 Days = 12 Hrs.	Introduction of Job & Organization
2.	7 April 2023	12 April 2023	2 Hrs.* 6 Days = 12 Hrs	Discussion on Background of Organization
3	13 April 2023	18 April 2023	2 Hrs.* 6 Days = 12 Hrs	To Know the Functioning of Org.
4	19 April 2023	24 April 2023	2 Hrs.* 6 Days = 12 Hrs	To Learn more about the term advertising
5	25 April 2023	1 May 2023	2 Hrs.* 6 Days = 12 Hrs	To take active Participation in working of org.

**Total Hours**

**60 Hours**

**7**

List of officers and the staff members of the Internship providing organization with Designation.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Harshal Rajendra Ugale	Proprietor

**Name and Designation of the officer under whom the Internship was completed.**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	<b>Harshal Rajendra Ugale</b>	<b>Proprietor/Owner</b>

# Work Profile Assigned During The Internship Programme

**1 April 2023 to 6 April 2023:  
Document Sorting**

**7 April 2023 to 12 April 2023:  
Document Verification**

**13 April 2023 to 18 April 2023:  
Data Entry**

**19 April 2023 to 25 April 2023:  
Online Form Filing**

**26 April 2023 to 1 May 2023:  
Service Advertising & Marketing**

# Actual Work Performed During The Internship Programme

## SERVICE ANALYSIS & DOCUMENT SORTING:

I collect information related to online service which document are required for what service and make list of them & categories it as per service type and reach customer accordingly. I have sorted documents of customer as per requirement.

## VERIFICATION WORK:

I have also performed the work to verify document whether it is true or not. I performed the work as Scrutinizer in the organization.

## MARKET REPRESENTATIVE & SALES EXECUTIVE:

I also has work as a Market Representative. I study the market service demand and act accordingly.

## PRACTICAL WORK ON ADVERTISING:

I have a practical work on Service Advertising, Service Marketing, Digital Marketing & Development of Advertising Strategies.

7 April 2023 to 12 April 2023: Document Verification

13 April 2023 to 18 April 2023: Data Entry

19 April 2023 to 25 April 2023: Online Form Filing

26 April 2023 to 1 May 2023: Service Advertising & Marketing



# Skills Learnt During The Internship Programme

Skills that are acquired during internship programme.

## 1. Primary Skills:

- Regularity/punctuality
- Behavior / soft skills
- Mobilized people and resources
- Ability to put theory into practice
- Ability to take initiative for problem solving
- Commitment to the assigned task

## ▪ Team work

## ▪ Managerial Skills

## 2. Secondary Skills:

- Communication Skill
- Customer Handling
- Administrative Skill

# Problem Faced While Performing The Assigned Task

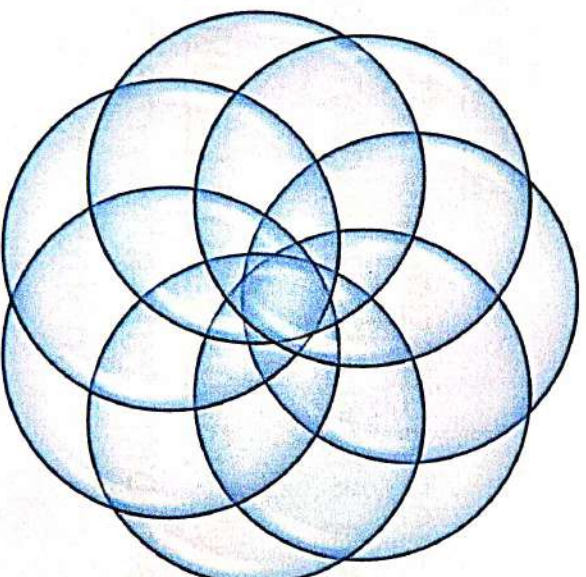
Following Problem I Have faced while Performing the Assigned Task during the Internship programme:

6. New lifestyle

1. Time Management

5. Network issue

2. Too much work



4. Self Doubt

3. Unnoticed Work

# How The Problems Were Addressed To:-

**I HAVE SOLVE THE PROBLEM FACED DURING INTERNSHIP IN THE FOLLOWING WAY:**

**PROPER TIME MANGEMENT:**

frist I face problem of the time for internship. To solve this one I make the proper timetable of my time. I have made my new daily routine schedule & overcame this problem.

**PROPERLY ORGANIZE THE WORK:**

There is too much work in the organization hence to solve this problem I have analysis the work Nature and organizing the work properly and take the help of co-inter as required.

**DISCUSS THE PROBLEMS WITH PROPRIETOR:**

I have discuss the problem with my proprietor facing during internship programme. And find out the exact solution.

**MAKE DISCUSSION WITH CO-WORKER:**

I have made discussion with my co-worker there and solve all queries related to intership work.

# Contribution Made Towards Better Functioning The Organization

- 1. Team building with a focus on high productivity.**
- 2. Identification of any Disruption & immediate corrective action for the same.**
- 3. Advertising the Service in a proper way and attracting more customers .**
- 4. Making the mouth publicity of the organization.**
- 5. Cooperate With senior and help them with full enthusiasm.**

## ❖ List of The Skills Required To Perform The Assigned Task

Soft Skills are acquired after Joining Internship this may be helpful for Future/ Career.

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

With these Skills Computer Skills are possessed.

## Outcomes of the Internship Program

- I have acquired the Knowledge, skills and ability of the subject **Advertising of Marketing Management** to seek job opportunity / start up business.
- I have Received valuable work Experience.
- I have explored Career path.
- I learned various skills that required to Corporate/ Business.
- I prepared to cope up changing environment
- I have understood the responsibility, Accountability.
- I have acquired the application of knowledge and skill sets.
- I have Solved real life challenges in the workplace by analyzing work environment and conditions.
- I have Communicated and collaborated effectively and appropriately with different professionals in the work environment through written and oral mean
- I have 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 Dr.G.R.Patil** for providing me an opportunity to do my internship at **Shree Swami Samarth Multiservices, Ganga Ves, Sinnar** For me, it was a unique experience to study about **Advertising**. 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 **Mr./Mrs Harshal Rajendra Ugale** or 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.







# Shri Swami Samarth Multiservices

Add : Shop No.21, Ganga Ves, Naigaon Road, Sinnar 422103

Contact: Harshal Ugale Mob.No.8605466455/8055320707

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

1. Name of the Student : Mali Vaibhav Sampat
2. Name of the College : G. M. D. Arts B.W. Commerce & Science College, Sinnar.
3. Division and Roll Number : 'A' 156
4. Address : AT Renuka Nagar, Sinnar.
5. Contact Number : 9875360397
6. Email ID : malivaibhav138@gmail.com
7. Special Subject : Marketing Management
8. Internship start date : 01/04/2023
9. Internship end date : 01/05/2023

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
01/04/2023	11:00 AM	1:00 PM	2Hrs	Detailing of services	<u>P. Ugale</u>	<u>Mali</u>
02/04/2023	11:00 AM	1:00 PM	2Hrs	Document Sorting	<u>P. Ugale</u>	<u>Mali</u>
03/04/2023	11:00 AM	1:00 PM	2Hrs	Mobilising Resources	<u>P. Ugale</u>	<u>Mali</u>
04/04/2023	11:00 AM	1:00 PM	2Hrs	Listing of services	<u>P. Ugale</u>	<u>Mali</u>
05/04/2023	11:00 AM	1:00 PM	2Hrs	Offline form filling	<u>P. Ugale</u>	<u>Mali</u>
06/04/2023	11:00 AM	1:00 PM	2Hrs	Data Analysis	<u>P. Ugale</u>	<u>Mali</u>
07/04/2023	11:00 AM	1:00 PM	2Hrs	Interaction with Customer	<u>P. Ugale</u>	<u>Mali</u>
08/04/2023	11:00 AM	1:00 PM	2Hrs	Work as Assistant	<u>P. Ugale</u>	<u>Mali</u>
09/04/2023	11:00 AM	1:00 PM	2Hrs	Developing Advertising Strategy	<u>P. Ugale</u>	<u>Mali</u>
10/04/2023	11:00 AM	1:00 PM	2Hrs	Marketing Function	<u>P. Ugale</u>	<u>Mali</u>
11/04/2023	11:00 AM	1:00 PM	2Hrs	Interaction with Customer	<u>P. Ugale</u>	<u>Mali</u>
12/04/2023	11:00 AM	1:00 PM	2Hrs	Explore BtoG services	<u>P. Ugale</u>	<u>Mali</u>

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
13/04/2023	11:00AM	1:00PM	2Hrs	Explore Bto C services	<u>Pragale</u>	<u>Vimali</u>
14/04/2023	11:00AM	1:00PM	2Hrs	Online Payment Work	<u>Pragale</u>	<u>Vimali</u>
15/04/2023	11:00AM	1:00PM	2Hrs	Setting Advertising	<u>Pragale</u>	<u>Vimali</u>
16/04/2023	11:00AM	1:00PM	2Hrs	Online forms filling	<u>Pragale</u>	<u>Vimali</u>
17/04/2023	11:00AM	1:00PM	2Hrs	Data Entry work	<u>Pragale</u>	<u>Vimali</u>
18/04/2023	11:00AM	1:00PM	2Hrs	Filing	<u>Pragale</u>	<u>Vimali</u>
19/04/2023	11:00AM	1:00PM	2Hrs	Organizing Essential Data	<u>Pragale</u>	<u>Vimali</u>
20/04/2023	11:00AM	1:00PM	2Hrs	Invoice Making	<u>Pragale</u>	<u>Vimali</u>
21/04/2023	11:00AM	1:00PM	2Hrs	Printing & Billing	<u>Pragale</u>	<u>Vimali</u>
22/04/2023	11:00AM	1:00PM	2Hrs	Customer Handling	<u>Pragale</u>	<u>Vimali</u>
23/04/2023	11:00AM	1:00PM	2Hrs	Advertising function	<u>Pragale</u>	<u>Vimali</u>
24/04/2023	11:00AM	1:00PM	2Hrs	Making Graphics	<u>Pragale</u>	<u>Vimali</u>
25/04/2023	11:00AM	1:00PM	2Hrs	Making Ad. Pamphlet	<u>Pragale</u>	<u>Vimali</u>
26/04/2023	11:00AM	1:00PM	2Hrs	Making Business Advertisement	<u>Pragale</u>	<u>Vimali</u>
27/04/2023	11:00AM	1:00PM	2Hrs	Marketing Function	<u>Pragale</u>	<u>Vimali</u>
28/04/2023	11:00AM	1:00PM	2Hrs	Social Media Advertising	<u>Pragale</u>	<u>Vimali</u>
29/04/2023	11:00AM	1:00PM	2Hrs	Service Marketing	<u>Pragale</u>	<u>Vimali</u>
30/04/2023	11:00AM	1:00PM	2Hrs	Digital Marketing	<u>Pragale</u>	<u>Vimali</u>
01/05/2023	11:00AM	1:00PM	2Hrs	Advertising Function	<u>Pragale</u>	<u>Vimali</u>
Total Hours			60Hrs			

Certified that Mali Vaibhav Sampat (Name of the student) has satisfactorily completed the internship programme assigned to him.

Pragale  
Harshal Ugale

Proprietor

Shree Swami Samarth Multiservices  
(Authorized Signatory)





# Shree Swami Samarth Multiservices

Add : Shop No.21, Ganga Ves, Naigaon Road, Sinnar 422103

Contact: Harshal Ugale Mob.No.8605466455/8055320707

To,  
The Principal,  
G.M.D. Arts B.W. Commerce & Science College,  
Sinnar - 422103.

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.	Mali Vaibhav Sampat	156	21031885 3176	Marketing Management
2.				
3.				

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,



  
Harshal Ugale  
Proprietor

Shree Swami Samarth Multiservices  
(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	: Harshal Rajendra Ugale
2)	Department	: -
3)	Designation	: Proprietor
4)	Name of the Student	: Mali Vaibhav Sampat
5)	Name of the College	: G.M.D. College, Sinnar
6)	Roll Number	: 156
7)	Special Subject	: Marketing Management

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)

Strengths of student : 1) Smart work & perseverance

2) Curiosity

3) Good Communication Skill

Weakness of student : 1) Lack of Motivation

Area to be improvement : 1) Boost up Confidence level

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

1. Arrange Seminar/webinar on internship at college level.
2. Increase Internship period
3. Appoint Mentor for Internship Guidance
4. Arrange Industrial Visit Programme
5. Arrange a study tour.

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

1. Focus on softs skill in the curriculum.
2. Decrease theoretical part & focus on practical
3. Inclusion of Extra-Curriculum Activities
4. Prepare a skill enhance curriculum.
5. Take initiative

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : Sinnar

Date of Review : 07/05/2023



  
Harshal Ugale

Proprietor

Shree Swami Samarth Multiservices  
(Authorized Signatory)



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

## INTERNSHIP PROGRAMME

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

SUBJECT :- MARKETING MANAGEMENT – II & III

NAME OF THE STUDENT : SWATI RAJENDRA LONDHE

ROLL NO : 146

DIV : A

NAME OF THE ORGANIZATION FOR INTERNSHIP : SHREE  
COMPUTERS CENTER

(2022-2023)

## 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



## NATURE OF THE INTERNSHIP

- To undergo sixty hours of practical training in Computer Institute
- Period Date:(3/04/2023 To 3/05/2023)

## DETAILS ABOUT ORGANIZATION

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





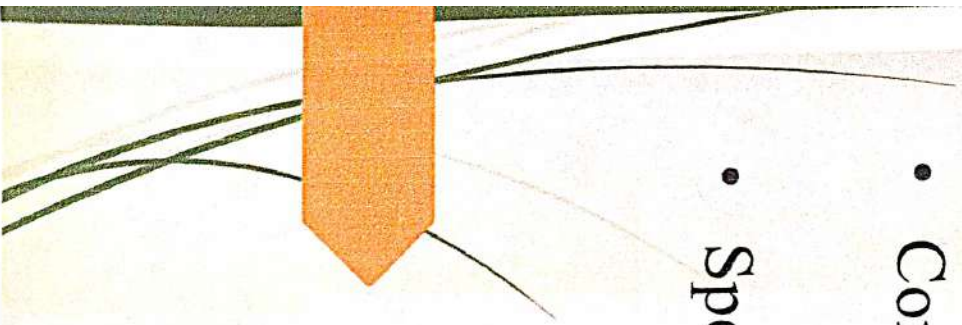


**A note on the preparation done by me before joining the internship**

- 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.



## DETAILING

- Details of the various subject specific concepts learnt by the me before joining the internship.
- **Definitions and Meaning of Advertising** : Advertising is any paid form of non-personal presentation of ideas , good or services by an identified sponsor
- **Objectives of Advertising** : Introduce a Product , Introduce a band , Increase sales , Increase profits
- **Functions of Advertising** : Reminder function , customer service , Increase sales



- **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

# ALLOCATION OF 60 HOURS

Sr. No.	From	To	Hours.	Activity
1.	3/4/2023	10/04/2023	2 Hrs.* 6 Days = 12 Hrs.	Introduction of Job & Organization
2.	11/04/2023	16/04/2023	2 Hrs.* 6 Days = 12 Hrs	Marketing in Schools & colleges
3	17/04/2023	21/04/2023	2 Hrs.* 6 Days = 12 Hrs	Advertising in Town & societies
4	22/04/2023	27/04/2023	2 Hrs.* 6 Days = 12 Hrs	Adversting in Different Funtion held in Institute
5	28/04/2023	3/05/2023	2 Hrs.* 6 Days = 12 Hrs	Learning new Technologies
Total Hours			60 Hours	

## 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

## ACKNOWLEDGMENT

- 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 Mrs. Suvarna Rahane Mam for his/her careful and precious guidance and support which was extremely valuable for my study, both theoretically and practically.
- 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 Computer Institute. For me, it was a unique experience to study about Advertising. This internship period was a great chance of learning and professional development.

THE BANK YOU



Maratha Vidya Prasarak Samaj's  
**G.M.D. Arts, B.W. Commerce  
& Science College, Sinnar**

Tal. Sinnar, Dist. Nashik - 422 103 (M.S.) INDIA

ISO 9001 : 2015 Certified College

Best College Award by Savitribai

Phule Pune University 2012-13



Affiliated to Savitribai Phule Pune  
University ID No. : PU/NS/ASC/013/(1969)

Junior College No. J.13.13.001

Dr. P. V. Rasal  
(M.A. LL.B. Ph.D.)

Member : B.O.S. (Psychology)  
Savitribai Phule Pune University

E-mail : rasalpunlik@gmail.com

HTE Sovaarth ID - 06220100119\_AST AISHE - C - 41292

Ref. No.

Date : 9 - 2 - 2023

To,  
The Manager (HR),  
*Shree Computer Center*  
Co Ltd.

Subject: Request for inclusion of students of our college for Internship Programme....

Madam/Sir,

Savitribai Phule Pune University is introduced 'Internship Programme' for Third Year B.Com. Students in its revised syllabus.

The purpose of the internship programme is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide following student of our college with an opportunity for internship in your esteemed organisation.

We would appreciate if you could provide exposure of the following business activities to these students:-

Name of the Student- *Londhe Swati Rajendra*  
Subject- *Marketing Management*

We look forward to a mutually rewarding academic association with your organisation.

Thank you:

Sincerely,

*P.V. Rasal*  
Coordinator,  
Internship Programme

*Prof. Kardak S.B.*

*Prasad*  
PRINCIPAL  
G.M.D. Arts, B.W. Commerce and  
Science College, Sinnar, Dist. Nashik

## UNDERTAKING FROM STUDENT

1. Name of the Student : Londhe Swati Rajendra .
2. Class : T.Y.B.Com.
3. Division and Roll Number : Div - A Roll No - 146
4. Present address : Sinnar
5. Permanent address : Sinnar
6. Contact Number : 9405862076
7. Contact Number (Parent) : 9130863385
8. Email ID : swatilondhe@gmail.com

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

Subject : Undertaking .....

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join Shree computers  
(Name of the organisation) for my sixty hours internship programme during 3-4-2023  
--to 3-5-2023

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

Thank you.

पि. वि. बाळकृष्ण मोड

(Name & Signature of parent)

Date : 9-2-2023

Yours obediently,  
swati Rajendra Londhe  
Swati

(Name & signature of the student)

## UNDERTAKING FROM STUDENT

To,  
The Manager (HR),  
~~Sri...~~ Computer Center  
Sinnar..... (Place)

Subject : Undertaking .....

Respected Madam / Sir,

I am a student of ~~G.M.D. Arts B.W. Commerce~~ College. I am studying in  
semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my  
sixty hours internship programme during ~~3-4-23~~ to ~~5-5-2023~~ .

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

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

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

Thank you.

Yours sincerely,

Londhe Swati Rajendra  
Swati  
(Name & signature of the student)

Date : 9-2-2023

Place : Sinnar



**LETTER HEAD OF THE COMPANY**  
(Print on Letter Head of the Company)

To,

The Principal,

G.M.D Arts ,B.W.Commerce &Science College, Sinnar, Nashik.

Subject: Internship Permission Letter.

Respected Sir/Madam.

We are happy to inform you that, the following students of TYBCOM Class Of your college have permitted to the sixty Hours Internship Program During the Period Of. . .to **3-4-2023 to 3-5-2023**

.....in this organization.

Sr. No.	Name of the Students	Roll No./ PRN No.	AadharNo.	Special Subject
	Londhe Swati Rajendra	Roll No - 146 PRN No - 1202049241	613698203141	Marketing Magagement

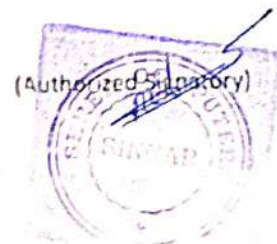
We will be providing adequate exposure and necessary hand on training to students on their Special

Subject. I am Confident that these students will perform effectively in our organization.

Thanking You,

Sincerely,

Name and Signature





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

**INTERNSHIP PROGRAM 2022-23**

THIRD YEAR B.COM ( SEMISTER-VI) UNDER CBCS PATTERN  
DURATION 60 HOURS  
SUBJECT : BUSINESS ADMINISTRATION II & III

**NAME OF STUDENT** : Avhad Sujata Subhash  
**ROLL NO** : 14  
**ORGANISATION** : Ishwari zerox and Book Depo.  
**GUIDENCE NAME** : **PROF. R. SONAWANE & PROF. KARDAK sir**

*Prof. R. Sonawane*

## **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 .

## DETAILS OF ORGANIZATION

Name Of Organization: Ishwari zerox and Book Depo

Address Of Organization: Shop no.6 Lonare Complex, Sinar

Owner Of Organization: Dinesh Kothurkar

Nature Of Organization: Small Business

Product: 1. Zerox Service , 2. Stationery

Annual Turnover: 20 lakh





About the Company The ishware zerox & book depo is established by young and dynamic men entrepreneur Mr. Dinesh kothurkar in the year 2019. The company main zerox service and All type stationery available. 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 contra customers only. The main customer so 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 : Digital marketing for Business Entrepreneurship .**

Digital marketing, also called online marketing, is the promotion of brands to connect with potential customers using the internet and other forms of digital communication. This includes not only email, social media, and web-based advertising, but also text and multimedia messages as a marketing channel

The four types of marketing management typically refer to the four Ps of marketing mix: Product, Price, Promotion, and Place

## ALLOCATION OF 60 HOURS :

- Following Table is Shown Allocation of 60 hours for internship
  - (15<sup>th</sup> February to 25<sup>th</sup> February )

S.R. NO	FORM	TO	HOURS × Days	ACTIVITY
1	10:00 AM	04:00 PM	6 hr. × 3 Days = 18	To know About Organization & Functions thereunder
2	10:00 AM	04:00 PM	6 hr. × 5 Days = 30	To do practical work with marketing and advertisement team of organization.
3	10:00 AM	04:00 PM	6 hr. × 2 Days = 12	To prepare a Project Report relating to work done in organization
<b>TOTAL</b> 15th Feb 2023 to 25th Feb 2023			<b>HOURS = 60</b> <b>DAYS = 10</b>	

## **LIST OF WORKERS IN ORGANZIATION WITH THEIR DESIGNATION :**

<b>NAME</b>	<b>DESIGNATION</b>
Mr. Dinesh Kothurkar	CEO- Director Production
Mr. Jitendra Udawant	CFO
Mrs. Tarabai Udawant	CFO
Mr. Sunil Kulthe	Director Sales
Mr. Pavan Varma	Director - administration
Mr. Adarsh Pawar	Account Officer
Mrs. Rajani Kulthe	Director - HRM



**NAME OF OFFICER UNDER INTERNSHIP WAS DONE :**

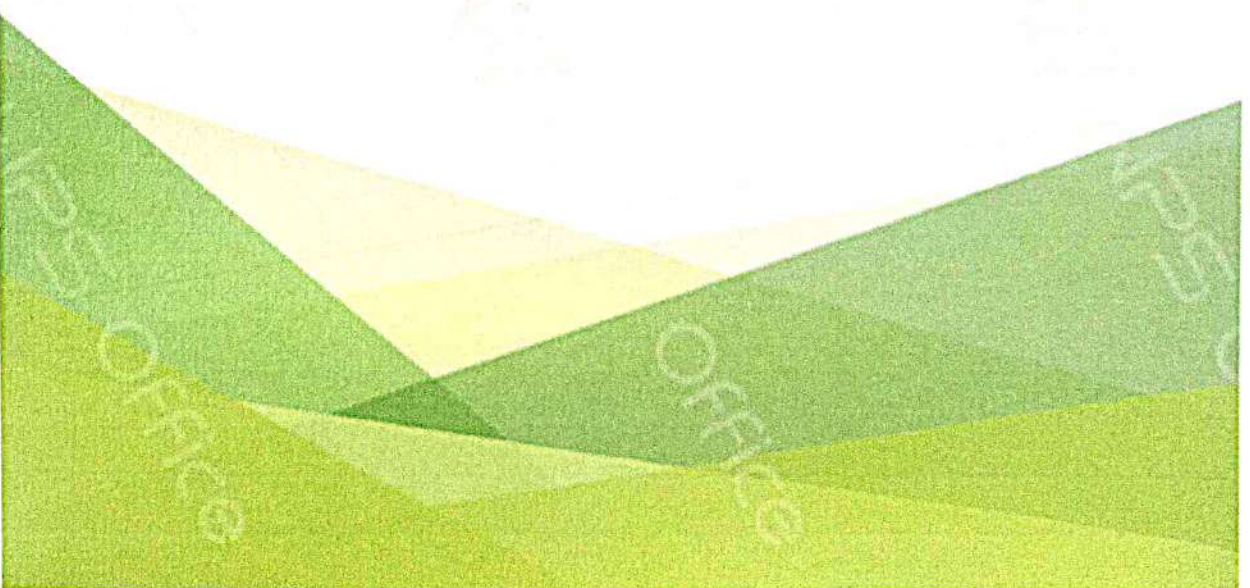
<u>NAME</u>	<u>DESIGNATION</u>
Mr. Sunil Kulthe	Director Sales
Mr. Pavan Varma	Director - administration
Mr. Adarsh Pawar	Account Officer
Mrs. Rajani Kulthe	Director - HRM

**PROFILE DELIGATED UNDER INTERNSHIP :**

▶ Marketing and Sales Officer Intern ( Trainee )

## **ACTUAL WORK DONE DURING INTERNSHIP :**

- ▶ Creating and Managing Social Media Content
- ▶ designing Marketing Materials
- ▶ Assisting with Advertising Campaigns
- ▶ Tracking Marketing Analytics
- ▶ Collaborating with Other Departments
- ▶ Developing Marketing Strategies
- ▶ Conducting Market Research



## **PROBLEMS FACED DURING INTERNSHIP :**

Lack of experience of work

Issue in communication with others

Time management during work

Balancing between work and college lectures.

Dealing with work load and pressure

## **HOW I RESOLVED SUCH PROBLEMS :**

Increase communication skills by observation

Handle work pressure day by day with experience

Learn time management during internship .

Discuss the problem with senior worker and resolved it.

**CONTRIBUTION MADE BY ME IN ORGANIZATION:**

Give the fresh prospective and vision to the organization .

Provide assistance in in various project of organization

Increase productivity of worker as a helping hand

Create a future hiring opportunities for any commerce graduate .

## **LIST OF SKILLS ACQUIRED DURING INTERNSHIP :**

### **PRIMARY SKILLS**

- ▶ Communication Skills
- ▶ Reporting Skills
- ▶ Social Manners
- ▶ Public Speaking
- ▶ Social Etiquettes and Manners
- ▶ Interview Skills
- ▶ Advertisement skills
- ▶ Group Discussion Skills
- ▶ Listening Skills

## **LIST OF SKILLS ACQUIRED DURING INTERNSHIP :**

### **SECONDARY SKILLS**

- ▶ □ Note making & Note taking
- ▶ □ Computer Skills
- ▶ □ Accounting skills
- ▶ □ Excel work and Billing Skills
- ▶ □ Management Skills
- ▶ □ Survey Skills



## **LIST OF SKILLS ACQUIRED 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

## **OUTCOME FROM INTERNSHIP PROGRAMME :**

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

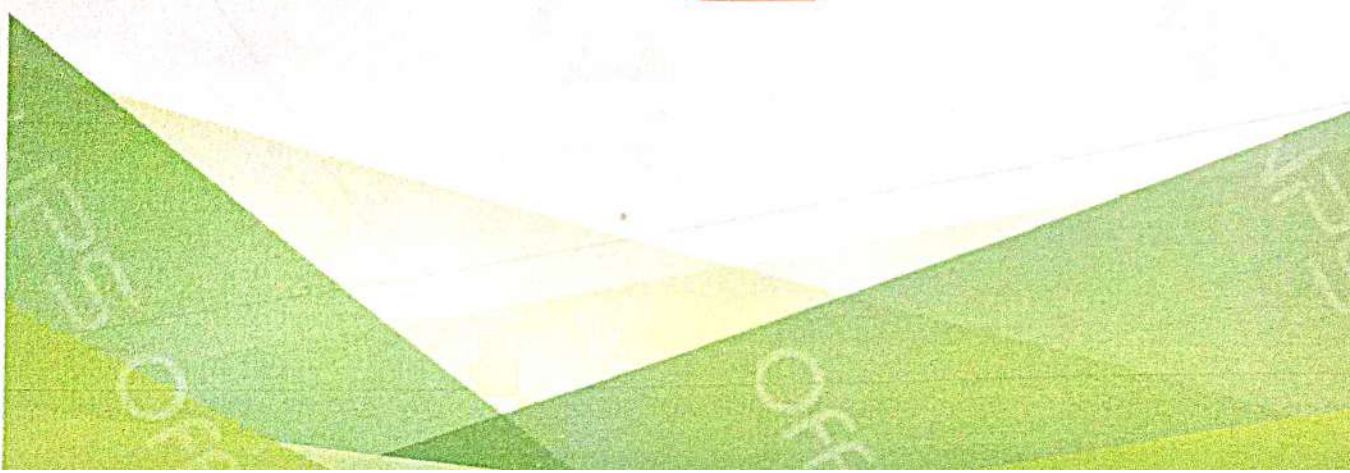
Helps to develop pre- acquired skills

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 **Mr. Dinesh kothurkar**(owner of ishware Zerox and book depo)forr 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**





# ईश्वरी झेरॉक्स अण्ड बुक डेपो

लोणारे संकुल शॉप नं. ६, सिन्नर



1. Name of the Student : AVHAD SUJATA SUBHASH
2. Name of the College : G.M.D. Arts B.W.Com & Sci College Sinnar
3. Division and Roll Number : 14 / A
4. Address : At/Post - Dapur, Tal - Sinnar, Dist - Nashik
5. Contact Number : 9356532301
6. Email ID : sujaavhad11@gmail.com
7. Special Subject : Business Administration
8. Internship start date : 15<sup>th</sup> feb 2023
9. Internship end date : 25<sup>th</sup> feb 2023

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

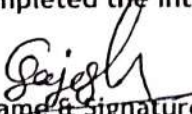
Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
15 <sup>th</sup> feb						
to	6 hrs x		18	To know About		
18 <sup>th</sup> feb	3 days			Organization &		
				function there		
				Under		
19 <sup>th</sup> feb						
to	6 hrs. x		30	To do practical		
22 <sup>nd</sup> feb	5 days			work with marketing		
				& advertisement		
				team of organization		

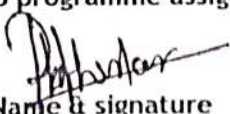
ISHWARI XEROX & BOOK DEPO

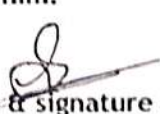
PROPRIETOR

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
23 <sup>rd</sup> feb to 25 <sup>th</sup> feb	6 hrs X 2 days		12	To prepare a Project Report relating to work done in organization		
Total Hours						

Certified that Arhad Sujata Subhash (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 : 09-05-2023



# ईश्वरी झेरॉक्स अण्ड बुक डेपो

लोणारे संकुल शॉप नं. १, सिन्नर

## INTERNSHIP COMPLETION CERTIFICATE

To,  
The Principal,  
G.M.D. Arts B.W.Com & Sci College Sinnar College,  
Sinnar

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.	Arhad Sujata	141	288514-	Business
2.	Subhash		377424	Administration
3.				
4.				
5.				
6.				

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,

Name & Signature  
(Authorised Signatory)

ISHWARI XEROX & BOOK DEPO

PROPRIETOR

## 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	: Dinesh Kothurkar
2)	Department	: Owner of Shop
3)	Designation	: Sinnar
4)	Name of the Student	: Arhad Sujata Subhash
5)	Name of the College	: G.M.D. college Sinnar
6)	Roll Number	: 14
7)	Special Subject	: Business Administration

**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)

..... This student are good for Job  
..... but some points are weak. first is a  
..... confusion about the making Bill or  
..... priors bill  
.....

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

1. It is a very Good program for students.
2. This programme is make students confidence.
3. Have Positive attitude & show gratitude.
4. Supporting for the future Job.
5. Provide Experience

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

1. focus on soft skill in the curriculum.
2. Integrity & Honesty.
3. Customer focus & commerial a words.
4. Good Personal Presentation
5. A positive attitude approved.

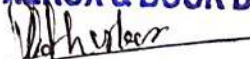
Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review : S'innar

Date of Review : 09.05.2023



ISHWARI XEROX & BOOK DEPO

  
PROPRIETOR



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

**INTERNSHIP PROGRAM 2022-23**

THIRD YEAR B.COM ( SEMISTER- VI) UNDER CBCS PATTERN  
DURATION 60 HOURS

SUBJECT : BUSINESS ADMINISTRATION II & III

NAME OF STUDENT : ARTI SUBHASH GHUGE  
ROLL NO : 69  
ORGANIZATION : AGRO PLUS OIL MILL.  
GUIDENCE NAME : PROF. N. SONAWANE & PROF. KARDAK SIR

*(Handwritten signatures and dates)*  
ARTI SUBHASH GHUGE  
15/11/23

## **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 .

## DETAILS OF ORGANIZATION

Name Of Organization: Agro plus Oil Mill

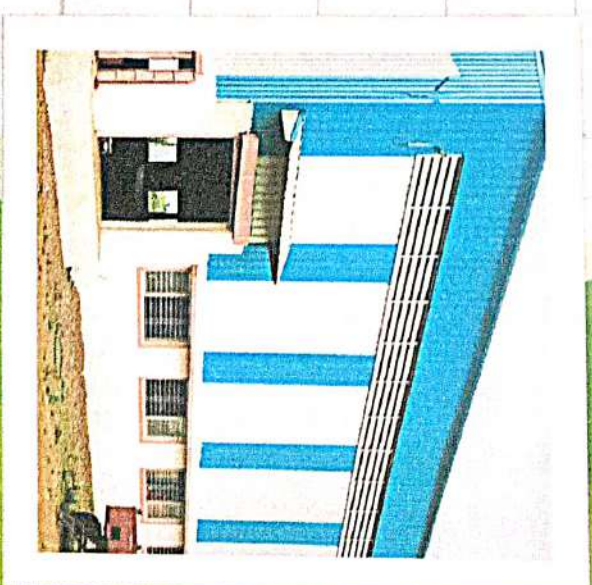
Address Of Organization: E12/29, MIDC sinnar, village Malegaon,  
422103

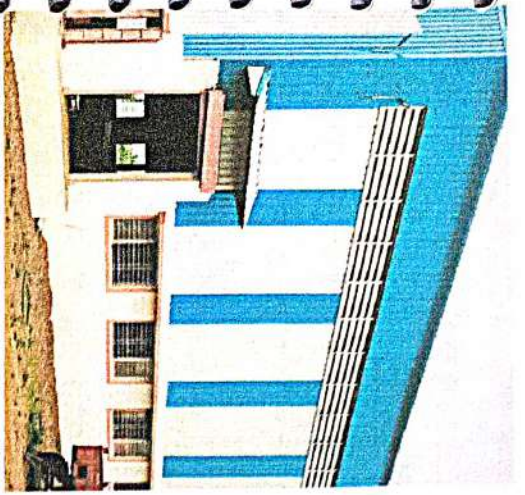
Owner Of Organization: Sangita J. Udawant

Nature Of Organization: Manufacturing of oil

Product: 1. Edible Oil , 2. Oil Cake

Annual Turnover: 48.20 Lakhs





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**

Business administration is the process of managing the operations and functions of an organization or company. It involves a range of activities such as planning, organizing, staffing, directing, and controlling resources to achieve organizational goals and objectives. Business administration encompasses various fields such as accounting, finance, marketing, operations, human resources, and management. It involves decision-making, problem-solving, and strategic thinking to ensure the smooth running of the organization and achieve sustainable growth. Business administration is a critical component of any successful organization, and it requires skilled professionals with knowledge and expertise in various aspects of business operations.

# AREA OF INTERNSHIP

## Special Area : Financial Functions.

Financial functions refer to the set of tools and techniques used in finance and accounting to manage and analyze financial data. These functions are used to make informed financial decisions and to provide critical information to investors, managers, and other stakeholders. Some common financial functions include:

- Financial analysis
- Budgeting and forecasting
- Risk management
- Investment management
- Cash flow management
- Financial reporting

Overall, financial functions play a critical role in the success and sustainability of an organization by ensuring that financial resources are effectively managed and optimized.

## ALLOCATION OF 60 HOURS :

- Following Table is Shown Allocation of 60 hours for internship
  - (3 March to 10 April )

Sr. No.	From	To	Hours	Activity
1.	3 March 2023	20 March 2023	2 Hours * 10 Days = 20 Hrs.	Introduction of job & Organization.
2.	21 March 2023	30 march 2023	2Hours * 10Days = 20 Hrs.	To know the various financial operation in accounting department of fund inflow and outflow .
3.	31 April 2023	10 April 2023	2Hours*10 Days = 20 Hrs.	To study the management of working capital of the business with discussion of accounting staff .
		Total	60 Hours	



## **LIST OF WORKERS IN ORGANZIATION** **WITH THEIR DESIGNATION :**

<b>NAME</b>	<b>DESIGNATION</b>
Mrs. Sangita Udawant	CEO- Director Production
Mr. Jitendra Udawant	CFO
Mrs. Tarabai Udawant	CFO
Mr. Sunil Kulthe	Director Sales
Mr. Pavan Varma	Director - administration
Mr. Adarsh Pawar	Account Officer
Mrs. Rajani Kulthe	Director - HRM

**NAME OF OFFICER UNDER INTERNSHIP WAS DONE :**

<u>NAME</u>	<u>DESIGNATION</u>
Mr. Sunil Kulthe	Director Sales
Mr. Pavan Varma	Director - administration
Mr. Adarsh Pawar	Account Officer
Mrs. Rajani Kulthe	Director - HRM

## **PROFILE DELIGATED UNDER INTERNSHIP :**

### ▶ **Trainee Under Finance Department**

The trainee under the finance department is typically an entry-level employee who is hired to learn and assist with various financial functions within the organization. This position is often part of a structured training program designed to provide the trainee with a broad understanding of the finance department's operations and to prepare them for a more senior role in the future.

As a trainee in the finance department, the individual may be assigned to work in areas such as accounting, financial analysis, budgeting, or cash management. They will typically be supervised by a more senior member of the team who will provide guidance, training, and feedback on their performance.

## **PROFILE DELIGATED UNDER INTERNSHIP :**

- The responsibilities of a trainee in the finance department may include tasks such as data entry, preparing reports, assisting with financial analysis, monitoring budgets, and performing administrative tasks. They may also be responsible for maintaining accurate financial records, responding to inquiries from other departments or external parties, and participating in meetings or projects related to finance.

- Overall, the trainee position is an excellent opportunity for individuals who are interested in pursuing a career in finance to gain valuable experience, develop their skills, and build a foundation for future growth and advancement within the organization.

## **ACTUAL WORK DONE DURING INTERNSHIP :**

- ▶ Recording Daily Transactions
- ▶ Billing and Filling
- ▶ Administrative tasks
- ▶ Financial reporting
- ▶ Assisting with budgeting and forecasting

## **PROBLEMS FACED DURING INTERNSHIP :**

Lack of experience of work

Issue in communication with others

Time management during work

Balancing between work and college lectures.

Dealing with work load and pressure

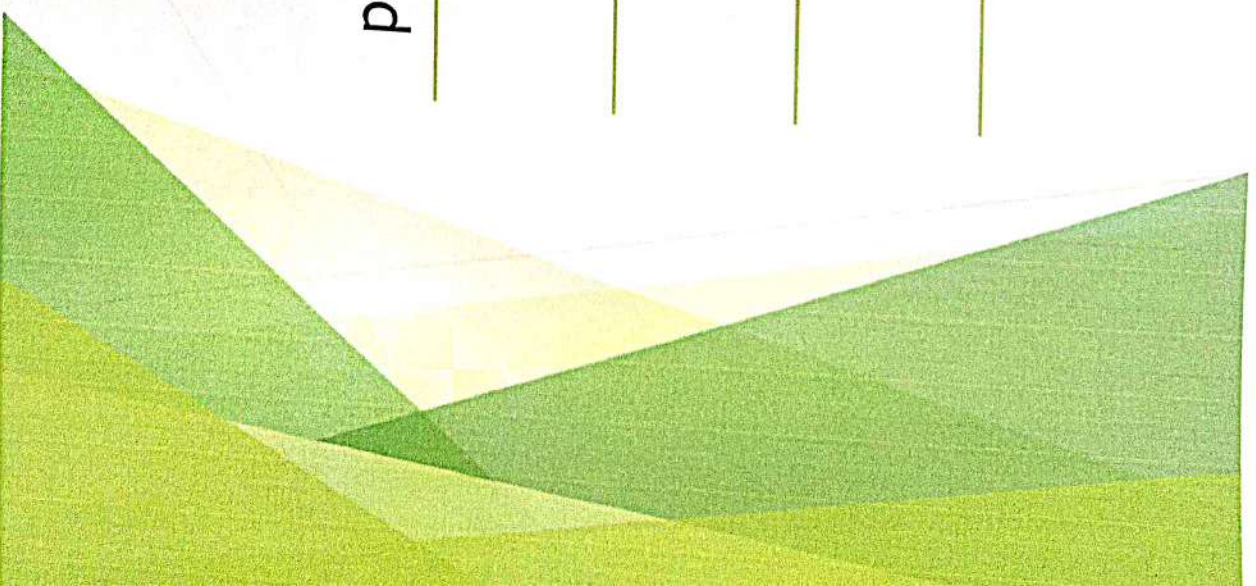
## **HOW I RESOLVED SUCH PROBLEMS :**

Increase communication skills by observation

Handle work pressure day by day with experience

Learn time management during internship .

Discuss the problem with senior worker and resolved it.



## **CONTRIBUTION MADE BY ME IN ORGANIZATION:**

Give the fresh prospective and vision to the organization .

Provide assistance in in various project of organization

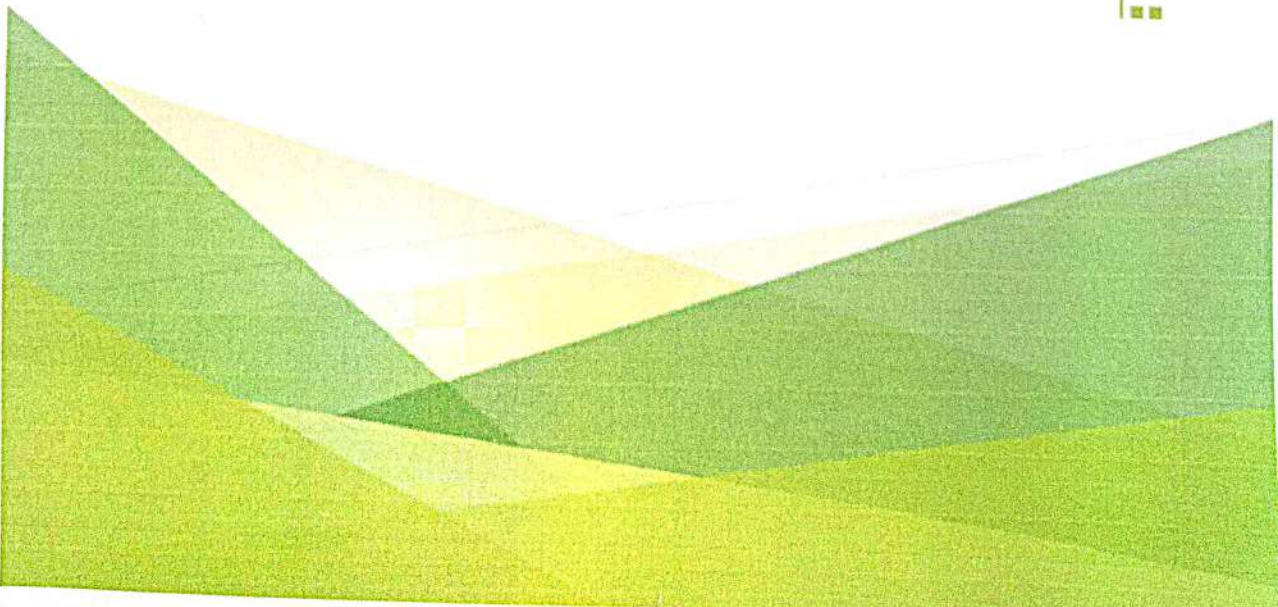
Increase productivity of worker as a helping hand

Create a future hiring opportunities for any commerce graduate .



## **LIST OF SKILLS ACQUIRED DURING INTERNSHIP :**

### **PRIMARY SKILLS**

- ▶ Communication Skills
  - ▶ Reporting Skills
  - ▶ Social Manners
  - ▶ Public Speaking
  - ▶ Social Etiquettes and Manners
  - ▶ Interview Skills
  - ▶ Advertisement skills
  - ▶ Group Discussion Skills
  - ▶ Listening Skills
- 

## **LIST OF SKILLS ACQUIRED DURING INTERNSHIP :**

### **SECONDARY SKILLS**

- ▶ □ Note making & Note taking
- ▶ □ Computer Skills
- ▶ □ Accounting skills
- ▶ □ Excel work and Billing Skills
- ▶ □ Management Skills
- ▶ □ Survey Skills

## **LIST OF SKILLS ACQUIRED 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

## **OUTCOME FROM INTERNSHIP PROGRAMME :**

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

## **EXPERIENCE DURING INTERNSHIP PROGRAMME**

- As a trainee in the finance department, I had the opportunity to gain valuable experience and learn about various financial functions within the organization. Over the course of my 21-day internship, I was able to assist with a range of tasks and responsibilities, and work closely with senior staff to support the organization's financial operations.
- During my time as a trainee, I was responsible for data entry, record-keeping, and assisting with financial analysis. I helped to prepare budgets and financial projections, and monitored actual financial performance against budget targets. I also assisted with cash management, including reconciling bank statements and processing payments.
- One of the highlights of my experience was assisting with financial reporting. I helped to prepare financial statements and reports, and ensure that they were accurate and complied with accounting standards. This provided me with an opportunity to apply my knowledge of accounting principles and gain hands-on experience with financial reporting.
- In addition to my daily responsibilities, I also had the opportunity to participate in meetings and projects related to finance. This gave me a broader understanding of the organization's financial operations and helped me to appreciate the interconnectedness of different financial functions.

## ACKNOWLEDGMENT

- I would like to express my sincere gratitude to **Prof.Dr. G. Patil** 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. 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**



# AGROPLUS OIL MILL

E-12- 29, Sinner Industrial Area (MIDC), Village Malegaon, Tal. Sinner, Dist. Nashik 422113.

☎ 02551-2201000 / 9860893818 / 8485897575.

✉ agroplus@gmail.com

Date. 05.05.2023.

Ref.

1. Name of the Student : Gihuge Aarati Subhash.
2. Name of the College : G.M.D College Sinner.
3. Class : T.Y.B.Com.
4. Division and Roll Number : A. 69
5. Address : AT. Post Paste Tal. Sinner, Nashik.
6. Contact Number : 9309895838.
7. Email ID : ghugeaaratisubhash@gmail.com.
8. Special Subject : Business Administration.
9. Internship start date : 3 March -2023
10. Internship end date : 10 April -2023

## LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

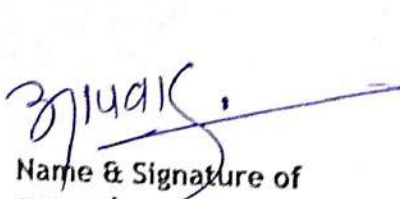
Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
3-3-23	12	2	2	Intro of organization	Shilpa	(A)hugue
4-3-23	12	2	2	Management structure		(A)hugue
5-3-23	12	2	2	and Authorities		(A)hugue
6-3-23	12	2	2	Details about manage		(A)hugue
7-3-23	12	2	2	ment staff and employee		(A)hugue
8-3-23	12	2	2	management Details		(A)hugue
9-3-23	12	2	2	Computer Basic.		
10-3-23	12	2	2			





Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
15-3-23	12	2	2			
16-3-23	12	2	2	Selection process	S S S S S S S S S S	(Ashuge)
17-3-23	12	2	2	Training process		(Ashuge)
18-3-23	12	2	2	Wages system.		(Ashuge)
19-3-23	12	2	2	Internal Control		(Ashuge)
10-4-23	12	5	5	Facilities to employee		(Ashuge)
11-4-23	11	5	6	Employees management		(Ashuge)
12-5-23	11	5	6	query solving		(Ashuge)
13-5-23	11	5	6	Discussion with		(Ashuge)
14-5-23	11	5	6	Directors		
15-5-23	11	5	6	project preparation.		
Total Hours						

Certified that \_\_\_\_\_ has satisfactorily completed the internship programme assigned to him.

  
Name & Signature of supervisor

  
Name & signature of manager

Name & signature of section in charge  




# AGROPLUS OIL MILL

E-12- 29, Sinner Industrial Area (MIDC), Village Malegaon, Tal. Sinner, Dist. Nashik 422113.

☎ 02551-2201000 / 9860893818/ 8485897575.

✉ agroplus@gmail.com

Ref.

Date. 05.05.2023.

To,  
The Principal,  
G.M.D.Art, B.W. Com and Sci. College  
Sinnar

Subject: Internship Completion Certificate .....

Dear Madam/ Sir,

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

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 organisations.

I wish them every success in future endeavors.

Thank you.

Sincerely,

Authorized Signatory



## ANNEXURE

Sr	Name of Student	Roll No	AADHAR NO	SPECIAL SUBJECT
1	Ghugre Aditi Subhash.	69		Business Administration.





# AGROPLUS OIL MILL

E-12- 29, Sinner Industrial Area (MIDC), Village Malegaon, Tal. Sinner, Dist. Nashik 422113.

☎ 02551-2201000 / 9860893818/ 8485897575.

✉ agroplus@gmail.com

Ref.

Date. 05.05.2023.

To,  
The Principal,  
G.M.D.Art, B.W. Com and Sci. College  
Sinnar

Subject: Internship Programme feedback ...

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: Sangita J. Udayant
2)	Department	: Administration
3)	Designation	:
4)	Name of the Student	: Chhugte Aarti Subhush
5)	Name of the College	: G.M.D. College Sinnar.
6)	Roll Number	: 69
7)	Special Subject	: Business Administration

Place of Review : Sinnar

Date of Review : 05/05/2023



Director

**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) Hard working.
- 2) very Honest and punctual
- 3) Look of Confidence.
- 4) Look of Communicative English.

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

1. Need practical Approach
2. Arrange in holiday between 2nd and
3. 3rd year project work needed.
- 4.
- 5.

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

1. Add Subject Research Methodology to 2nd
2. year.
3. project work subject made compulsory
- to 3rd year.

