

INTERNSHIP

**SUBMITTED TO PARTIAL
FULFILMENT OF THE
REQUIREMENT FOR THE DEGREE
OF
BACHELOR OF ACCOUNTANCY AND
FINANCE**

**INTERNSHIP REPORT BY
DEVYANI SANJAY PATIL
SNDT ARTS AND COMMERCE COLLEGE
FOR WOMEN UNIVERSITY PUNE
YEAR-2020-21**



THE INSTITUTE OF COMPUTER ACCOUNTANTS

Accounts | Banking | Finance | Taxation - Training for Placement

(A Unit of ICA Edu Skills Pvt.Ltd.)

A-6, Vivekanand Society, 2nd Floor,
Opp, Nehru Memorial Hall,
Camo, Pune - 411001

C-1, Madhav Hari Apartment, 1st Floor,
Near Sheetal Restaurant, Karve Road,
Kothrud, Pune - 411038

211-213, Mayur Trade Center(III),
2nd Floor, Near Chinchwad Station,
Chinchwad 411019

Tel : +91 - 9284 416 592 | E-mail : vishal.qubic@gmail.com | Website : www.icajobguarantee.com



To Whom it may concern

This is certify the Miss Devyani Sanjay Patil has succesfully to completed internship program from ICA Edu Skills Pvt Ltd under the guidance of Bhavana Bhagchandni.

The internship program will start on 21/12/20 to 17/2/21 or until the student completes the required number of internship hours.

She has completed 315 hours for entire duration.

The internship on evalution fulfill all the stated criteria and student findings are original work.

I hereby certify here work excellent to the best of my knowledge.

ICA Edu Skills Pvt Ltd

Bhavana Bhagchandni



INDEX

SR.NO	TITLE	PAGE. No
1	Cover page	
2	Completion certificate	
3	Index	
4	Acknowledgement	
5	Internship summary	
6	Executive summary	
7	Organization profile	
8	Work description	
9	Learning outcome	
10	Conclusion	
11	Application letter	
12	Acceptance letter	
13	Parents letter	
14	Attendance sheet	
15	Evaluation sheet	

Acknowledgement

The internship opportunity I had with ICA Edu Skills Pvt.Ltd was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me through this internship period.

I perceive as this opportunity as a big milestone in my career development.

I will strive to use gained skills and knowledge in the best possible way, and I will continue to work on their improvement, in order to attain desired career objectives. Hope to continue cooperation with all of you in the future.

Introduction

I am Devyani Patil from Pune and I am pursuing Graduation in commerce in/with specialisation BAF (Bachelor of Accountant and Finances and from Shreemati Nathibai Damodar Thackeray Women's University , Pune .I am pursuing ICA Edu Skills Pvt Ltd , Pune where I get to learn tally , Excel , BCA , communication and other skills to get a job .

Purpose of Report:

The purpose of my internship is to work in real situation and learn how to work in Account , Finances , Banking and Taxation by doing . The report objectives are:

- 1.To analyze banking operations i.e. financial analysis, operational analysis.
2. To develop concrete recommendations.
3. To improve my report writing skills.
4. In tally you learn software.

EXECUTIVE SUMMARY

Hi Devyani Sanjay Patil from TY BAF studying in SNTD COLLEGE I am from pune .I choose BACHELOR IN ACCOUNT AND FINANCE (BAF)is a three year undergraduate program that offers in depth knowledge in Accounting & Financial subject which help to become in professional and it give path professional to learn from different subject means such as classroom teaching industrial visit and learning many more thing which help different life path There many college in country but I really Lucky I got SNTD women university to learn different course increase my self employment & to help companies to by providing them with suitably trained professional in the field in accountancy It help company grown with my professional knowledge.

Information about the Institutes

ICA Edu Skills Pvt. Ltd. is one of the top leading vocational training & Placement institutes in India, incorporated by Dr. Narendra Kumar Shyamsukha, FCA in 1999. CIA, the foundation part of ICA, is the trailblazer in the field of employment-oriented Computerized Accounts & Taxation Training courses. The organization aims to create sound and proficient professionals by equipping learners with relevant skills. We understand that "Practical Training" is the single most important factor to help individuals grow and get employed. A strong in house Research and Development team ensures that our courses are most innovative, updated, industry-relevant and focused on empirical experience.

Description of the internship experience

As an intern in the Computerize Accounts and taxable training , I got a list of tasks to complete every day. To get the account initiative started, I had to meet with students on almost a daily basis.

The tasks I undertook included:

- Analysing data using statistical software.
- Finding understandable tables graphs and reports
- Finalizing reports and preparing them for presentation .
- Tally ERP software , Excel, Word, Powerpoint.
- Writing, distributing and managing questionnaires for market research.
- Making presentations .

Learning Outcome

The environment here at Instituted relax yet it taught me many things like to behave and respect the ones who help you at the work place .With this intership training I have improved my skill , both on paper & off paper ICA Edu Skill Pvt Ltd I got to learn things practically besides learning things from books This Instituted is a wonderful place where I have learned to be assigned work on computer besides writing it down on paper .pratical exercise help more than theortical This organization help to know how operate laptop from basic got to know how it I done and managed in a proper manner I learned various shortcut used in excel sheet, tally ERP9 &Prime, Direct Tax, GST. In this institute I got to learn much and more knowledge which help in future How to do file filling paper and many more think which help to get output in future.

DETAILED OF LEARNING PROFILE

PURCHASES AND SALES ENTRY

I do purchase and sales entry in tally ERP9 and tally prime under this I learn how to purchases and sales entry in different organization.

RECEIPT ENTRY

Any money received from debtors against sales invoices or on account and for all transaction where money is received are accounted or entered into tally ERP9 using the receipt voucher.

PAYEMENT ENTRY

When creating a payment invoice against those transaction payment entry will auto update in that invoice so that you can allocate invoice that invoice so that you can allocate invoice amount against advance payment entry .

JOURNAL ENTRY

A journal entry ,into accounting journal items. The journal entry into accounting journal entry can consist of several recording each of which is either debit credit .The total of the debit must equal the total of the debit must equal the total of the creditor of the journal entry is said to be balanced.

CONTRA ENTRY

Contra entry refers to transactions involving cash and bank account. In other words, any entry which affects both cash and bank accounts is called a contra entry.

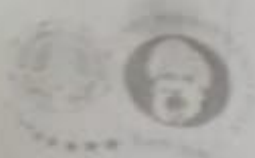
SUMMARY OUTLINE

I have done my internship ICA Edu Skills Pvt Ltd Pune and institutes many things & got deep knowledge in ICA Institutes.

- 1.Tally
- 2.Gst
- 3.Bank entry
- 4.Excel
- 5.Word
- 6.Powerpoint
- 7.Business Computer Application

Conclusion

This Openlearn course has provided an introduction to some of the. Basic of accounting. You have learned the basic terminology of bookkeeping and accounting, the general purposes and functions of accounting and the differences between the two sorts of accounting (financial accounting and business accounting). You should also now be able to describe the different elements of financial information, such as income/revenue, costs/expenses, assets and liabilities, as well as identify the main financial statements (income statement, balance sheet and cash flow statement) and their purposes.



S.N.D.T. Arts and Commerce College for Women

Constituent College of S.N.D.T. Women's University Mumbai

Phone : 020-25431153 • E-mail : sndtarts@pune@gmail.com • Website : www.sndtarts.ac.in

Ref. No. :

B.com.(Accountancy & Finance) Internship 2020 - 21



To,

ISA EQU SKILLS

PVT LTD KOTHRUD

Subject : Application for Internship

Respected Sir/Madam,

Miss. DEVYANI SANJAY PATIL studying in semester - V of Bachelor of Accountancy and Finance . I am forwarding the application of our student for Internship in your institution. You are requested to kindly take the following points into consideration.

- As per our university guideline the student has to work for 240 hours.(i.e. 30 working days of maximum of eight hours per day)
- The Student shall maintain a daily dairy of her work done and prepared weekly reports.
- You are requested to appoint a mentor for the purpose of guiding the student as well as evaluating her performance at the end to her internship. There shall be an internal mentor from the college as well.
- The external mentor shall evaluate the work of the student and award marks at the end of the internship based on the evaluation as under attendance. Sincerely readiness to learn to new things team work. Result orientation output for each certification 10 mark one allotted.
- At the end of her internship your institute is requested to grant the certificate of completion.
- You are requested to please provide the necessary data or information which will be used for academic purpose.

Kindly send the acceptance letter confirming the internship of the student in your institution. The college is grateful to your Institute for granting opportunity to our student to perform her Internship at institute.

Looking forward to continued association with your firm in the future.

Thanking You.

Yours sincerely,

Dr. Anand Jume.

PRINCIPAL

S.N.D.T. Arts & Commerce
College for Women, Pune-38

Campuses : Karve Road, Pune / Churchgate, Mumbai / Juhu, Mumbai

Acceptance letter for Internship

To,
Devyani S Patil
Karvenagar,
Dist-Pune

Subject- Acceptance letter for Internship

Respected Sir/Mam

This letter is to confirm you that Devyani S Patil has been offered an internship with ICA Edu Skills under the supervision of Bhavana Bhagchandni .Who will be student supervisor.

In order to receive credit, the students internship experience must meet the standard requirment. I affirm that this internship is a total of 9 weeks and 35 hours per week, which sums to 315 hours for the entire duration. The internship program will start on 21/12/20 to 17/2/21 or until the student completes the required number of internship hours.

Sincerely,

Bhavana Bhagchandni



Letter by Parents for Permission

To Sir/Mam

Sub- Permission for Internship

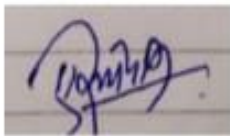
Miss Devyani Sanjay Patil my daughter in semester V of BAF for academic year 2020-21 . As I father I give permission for doing internship for academic year 2020-21 .

Faithfully she completed her internship successfully.

Thanks

Yours faithfully

Mr.Sanjay G Patil

A handwritten signature in blue ink, appearing to read 'Sanjay G Patil', is placed over a rectangular area of the document.



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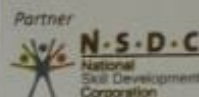
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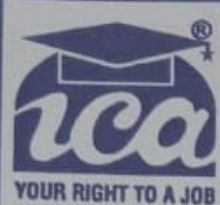
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Attendance

Devyani Sanjay Patil
ICA Edu Skills Pvt Ltd

Date	Time In	Time Out
21/12/20	3:00 Am	8:00 Pm
22/12/20	3:00 Am	8:00 Pm
23/12/20	3:00 Am	8:00 Pm
24/12/20	3:00 Am	8:00 Pm
25/12/20	3:00 Am	8:00 Pm
26/12/20	3:00 Am	8:00 Pm
28/12/20	3:00 Am	8:00 Pm
29/12/20	3:00 Am	8:00 Pm
30/12/20	3:00 Am	8:00 Pm
31/12/20	3:00 Am	8:00 Pm
01/01/21	3:00 Am	8:00 Pm
02/01/21	3:00 Am	8:00 Pm
03/01/21	3:00 Am	8:00 Pm
04/01/21	3:00 Am	8:00 Pm
05/01/21	3:00 Am	8:00 Pm
07/01/21	3:00 Am	8:00 Pm
08/01/21	3:00 Am	8:00 Pm
09/01/21	3:00 Am	8:00 Pm
10/01/21	3:00 Am	8:00 Pm
11/01/21	3:00 Am	8:00 Pm
12/01/21	3:00 Am	8:00 Pm
14/01/21	3:00 Am	8:00 Pm
15/01/21	3:00 Am	8:00 Pm



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Partner



N.S.D.C.
National
Skill Development
Corporation

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Devyani Sanjay Patil
ICA Edu Skills Pvt Ltd

16/01/21	3:00 Am	8:00 Pm
17/01/21	3:00 Am	8:00 Pm
18/01/21	3:00 Am	8:00 Pm
19/01/21	3:00 Am	8:00 Pm
21/01/21	3:00 Am	8:00 Pm
22/01/21	3:00 Am	8:00 Pm
23/01/21	3:00 Am	8:00 Pm
24/01/21	3:00 Am	8:00 Pm
25/01/21	3:00 Am	8:00 Pm
26/01/21	3:00 Am	8:00 Pm
28/01/21	3:00 Am	8:00 Pm
29/01/21	3:00 Am	8:00 Pm
30/01/21	3:00 Am	8:00 Pm
31/01/21	3:00 Am	8:00 Pm
01/02/21	3:00 Am	8:00 Pm
02/02/21	3:00 Am	8:00 Pm
04/02/21	3:00 Am	8:00 Pm
05/02/21	3:00 Am	8:00 Pm
06/02/21	3:00 Am	8:00 Pm



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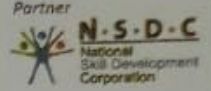
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08/02/21	3:00 Am	8:00 Pm
09/02/21	3:00 Am	8:00 Pm
10/02/21	3:00 Am	8:00 Pm
11/02/21	3:00 Am	8:00 Pm
12/02/21	3:00 Am	8:00 Pm
13/02/21	3:00 Am	8:00 Pm
15/02/21	3:00 Am	8:00 Pm
16/02/21	3:00 Am	8:00 Pm
17/02/21	3:00 Am	8:00 Pm

ICA Edu Skills Pvt Ltd

Bhavana Bhagchandni





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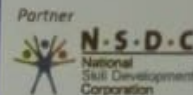
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Evaluation Sheet

Devyani Sanjay Patil

ICA Edu Skills Pvt Ltd

Point to be considered	Sincerity	Attendance	Performance	Team work	Communication skill
Out off	10	10	10	10	10
Marks allocated	10	10	10	10	10

For ICA Edu Skills Pvt Ltd

Bhavana Bhagchandni

Proprietor

