

INTERNSHIP REPORT

2020 -2021

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

INTERNSHIP REPORT BY
SARIKA PRATAP POKALE

SNDT ARTS AND COMMERCE COLLEGE FOR
WOMEN PUNE-38 CONDUCTED COLLEGE OF
SNDT WOMENS UNIVERSITY
MUMBAI
2020-21

CERTIFICAT

This is to certify that **Miss. SARIKA PRATAP POLKE** is the bonafide student of our college and have successfully completed her internship in **CA. N. R. KULKARNI & COMPANY** as a partial fulfillment to Third Year BAF Degree for the year 2020 – 2021

MR. ASHOK KOKATE

Teacher Incharge

Dr. ANAND JUMLE

Principal



N. R. KULKARNI & COMPANY

CHARTERED ACCOUNTANTS

H. O. : 31, Sidharaj, Pundalik Nagar, Near Ganapati Temple, Pandharpur - 413 304.
Br. : 3rd Floor, 19 B Pol Heights, Near Lodha Hospital, Opp. Mai Mangeshkar Hospital,
Warje, Pune - 411058
Mobile : +91 9028968940. E-mail : nrkulco@gmail.com

COMPLETION CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss. POLAKE SARIKA PRATAP has successfully completed internship from our firm – M/s N. R. KULKARNI & COMPANY under the guidance of CA Nandan Kulkarni.

The duration of this internship project was 29/01/2021 to 23/03/2021

She has completed 240 hours of her internship in our organization.

This certificate is given on her requirement.

For N R Kulkarni & Co

Chartered Accountants

FRN : 132799W

N. Kulkarni

Nandan Kulkarni

M No 139515



ACKNOWLEDGMENT

. The internship opportunity I had with N. R. KULKARNI & COMPANY was great chance of learning and professional development. Therefore, I consider my self as a lucky person to be provided with lots of opportunities in this firm. I am also grateful for having a chance to meet so many wonderful professional who led me through this internship period.

Keeping in mind I am using this opportunity to express my gratitude and giving special thanks to CA. Nandan Kulkarni who in spite of being busy with their duties, took time to hear, guide and keep me on the correct path. Allowing me to carry out my project at their organisation.

I express my deepest thanks to CA. Nandan Kulkarni for being a teacher and giving me necessary guidance and advices on topics which were difficult to figure out as she provided all facilities to make life easier. I choose this moment to acknowledge her contribution gratefully.

It is my sentiments to place on record my best regards & gratitude to CA. Nandan Kulkarni the managing partner of the firm, for their precious guidance which was extremely valuable for my study both practically and theoretically.

I perceive this opportunity as a big milestone in my career development : I will strive to use these skills and knowledge in best possible ways as I will continue to work on their improvement, in order to attain desired career objective. Hope to continue the same co-opreation with all of you in the future

Sincerely,

Name :- sarika pratap polake

Place :- Pune

Date :-

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EXECUTIVE SUMMARY

I Sarika pratap polake from TYBAF staying in S.N.D.T. I am from Pune; Maharashtra & I have completed my 12th from State Board & 10th also from same.

I chose BACHELOR IN ACCOUNTING & FINANCE because it has wider scope than BCOM.

BACHELOR IN ACCOUNTING & FINANCE (BAF) a three year undergraduate program that offers in depth knowledge of accounting & financial subject by different means such as classroom teachings, seminar, projects, practical training, expert talks, etc.

The course help to acquire knowledge in the filed of accounting, taxation, auditing, risk management, financial accounting, law & business communication.

The aim of the program is to increase self-employment & to help companies by providing them with professional in the filed of accounting and finance.

As a part of TYBAF syllabus, I did my internship in C.A. N. R. KULKARNI & COMPANY for 30 days (total 240).

This project is about the internship & detail information about the task undertaken by me.

ORGANISATIONAL PROFILE

N. R. KULKARNI & COMPANY was established in , having its head office in Pandharpur having branch office at pune . It has established it associated of high standing in the filed of banking and finance, internal auditing & taxation services.

The service provided by this firm are as follows:

- Forensic Audit - Maharashtra state Home Dept.
- Bank Audit
- Tax Audit
- Company Audit
- Forensic Audit
- TDS
- Profession Tax
- Provident Fund
- Manegement Consultancy Service.

Head office Address :

Pandharpur : 31, Sidharaj, Pundalik Nagar, Near Ganpati Temple,
Pandharpur,413304.

Office Address :

Pune : 3 rd Floor, 19 B Pol Heights, Near Lodha Hospital, Opp. Mai Mangeshkar Hospital, Warje, Pune 411058

Email ID : ca.nandankulkarni@gmail.com
Mobile no : 9028968940

WORK DESCRIPTION

I joined N. R. KULKARNI & COMPANY for internship. And in this internship, I have learned a lot of information and many more new things. Every day there was something new learns.

I learned following things :

Accounting in tally software

1. Passbook receipt entry
2. Passbook payment entry
3. Journal entry
4. Bank reconciliation
5. Debtors and creditors entry.

1) PASSBOOK RECEIPT ENTRY :

Any money received from debtors against sales invoice or on account & for all transactions where money is received are accounted or entered into tally. ERP 9 using the receipt voucher for example, if your company receives money from a customer for an earlier transaction say sales, & the same is pass in through a receipt voucher.

2) PASSBOOK PAYMENT ENTRY :

When creating a payment invoice against through transaction, payment entry will auto update in that invoice, so that you can allocate invoice amount against advance payment entry. For incoming payment account posting will be done as following Debit : Bank or Cash account.

Credit : Customer (debtors).

3) JOURNAL ENTRY :

A journal entry, into accounting is logging of a transactions, each of which is either debit or credit. The total of the debit must equal the total of the credits of the journal entry is said to be balanced.

4) BANK RECONCILIATION :

Bank reconciliation is the progress of matching the balance in entries accounting records for cash account to the corresponding information on a bank statement. The goal this process is to ascertain the difference between the two & to books changes to accounting records as appropriate

5) DEBTORS ENTRY :

Debtors are those, who are current assets, & the company will be receiving an amount from them in future whenever you make a sales entry, you will have to add the party as debtors. As you have sold material to them. F8 (sales).

6) CREDITOR ENTRY :

Creditor are those, who are current liabilities, & the company has to pay them, on or before a particular date in future. Whenever you make a purchase entry, you will have to add the party as creditors as you have purchased a material from it. F9 (purchase).

LEARNING OUTCOMES

The environment here at N. R. KULKARNI & COMPANY relaxed, yet it taught me many things like to behave and respect the once who help you at the workplace. With this internship training I have improved my skills, both on paper & off paper.

N. R. KULKARNI & COMPANY got to learn things practically besides learning things from books. This organization is a wonderful place where I have learned to do the assigned work on computer besides writing it down on paper. Practical exercise help more than theoretical.

This organization give me ton of knowledge from verification of vouchers till auditing of company accounts got to know how it is done and managed in a proper manner.

Ms. Aarti explained me how to do verification and auditing of vouchers than I carried on & learned to do the assigned work by myself. It was quite hard to manage the work given at start but letter on I got used to it & learned it by myself.

The internship has give me lot of knowledge about financial matters. Practical knowledge gave me more encouragement into financial services sector & dealing with the clients. With all this it was a good experience to work with those people who helped me achieve this great opportunity.

CONCLUSION

It was great experience working with N. R. KULKARNI & COMPANY. The staff there was quite good & well hearted they allowed me to learn me & know my self as a working person. This wonderful experience has brought up my strength & gratitude towards people. I also came to know my weak point & where I had change them to be strong enough to handle that particular work I added more confidence to my profession & built positive attitude. That positive attitude through me to work as team player. The main objective of this internship is to get a real life experience & put theoretical knowledge into practice.

During the training I have developed a lot of confidence and courage to do any work assigned to me. I also learned the importance of this organisation & experience it is a superior field to again knowledge about accounts & finance rather than other fields. As I look at myself now, I am changed, I have become more confident. There is a change in my attitude also as it has become positive.

During this period of internship I enjoyed all the activities & challenges given to me every single day. As to know I have learned that this is just the beginning as I must travel along & narrow road leading me to success. As I go forward, I will get good opportunity from people to get any job related to accountancy & finance .



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

Estb. 15 July 1976

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

Maharshi Karve Vidya Vihar, Karve Road, Pune - 411 036

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

Ref.No. :

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



To,

CA Nandan Kulkarni

3rd Floor, 19B, P. Heights,

Near Lodha Hospital Pune.

Subject : Application for Internship

Respected Sir/Madam,

Miss. Sarika Pratik 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 diary 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 Jumble
PRINCIPAL

Acceptance Letter

To,
SNDT,
Arts and Commerce College,
Women's University Mumbai,
Name of Student -
Sarika Pratap Polake
Ramnagar, Warje, Malwadi
Pune 411058

Subject :- Acceptance Letter for student - Ms Sarika Polake

Dear Sir / Madam,

This letter is to inform you that, student of your college - Ms. Sarika Polake has been offered internship in our organization - M/s N.R.KULKARNI & COMPANY.

As per offer letter, she will be joining from 29/01/2021 and her daily working hours will be 10 am to 5.30 pm for Monday to Saturday. She will be allotted assignments related to accounting and tax.

Yours Sincerely,

For N.R.Kulkarni & Co


Nandan R Kulkarni
Partner



Parents confirmation letter

TO,
THE PRINCIPAL,
SNDT ARTS & COMMERCE COLLEGE
PUNE - 411004

Sub :- Permission for internship training for 240 hours

Respected sir / madam,

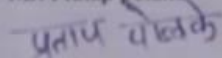
My daughter Sarika pratap polake studying TYBAF. She is having internship for 240 hours.

I have no objection for her training / internship for 240 hours.

THANK YOU !

Your Sincerely

Mr. Pratap polake



ATTENDANCE SHEET

Name : Sarika Pratap Polake

S. No	DATE	IN TIME	OUT TIME
1	29/01/2021	10:30	5:30
2	30/01/2021	10:30	5:30
3	1/02/2021	10:30	5:30
4	2/02/2021	10:30	5:30
5	3/02/2021	10:30	5:30
6	4/02/2021	10:30	5:30
7	5/02/2021	10:30	5:30
8	6/02/2021	10:30	5:30
9	8/02/2021	10:30	5:30
10	9/02/2021	10:30	5:30
11	10/02/2021	10:30	5:30
12	11/02/2021	10:30	5:30
13	12/02/2021	10:30	5:30
14	13/02/2021	10:30	5:30
15	15/02/2021	10:30	5:30
16	16/02/2021	10:30	5:30
17	17/02/2021	10:30	5:30



18	3/03/2021	10:30	5:30
19	4/03/2021	10:30	5:30

20	5/03/2021	10:30	5:30
21	6/03/2021	10:30	5:30
22	8/03/2021	10:30	5:30
23	9/03/2021	10:30	5:30
24	10/03/2021	10:30	5:30
25	15/03/2021	10:30	5:30
26	16/03/2021	10:30	5:30
27	17/03/2021	10:30	5:30
28	18/03/2021	10:30	5:30
29	19/03/2021	10:30	5:30
30	20/03/2021	10:30	5:30

31	22/03/2021	10:30	5:30
32	23/03/2021	10:30	5:30



N. Kulkarni

CA Nandan Kulkarni

ASSESSMENT LETTER

Date : 23/03/2021

Name : Sarika Pratap Polake

Name of the College : SNTD Arts and Commerce college for women

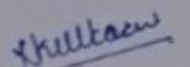
Academic year : Third year bachelor's in accountancy and finance

	Sincerity	Team work	Attendance	Work Performance	communication	total
Marks Allotted	7	8	9	8	6	38
Out of	10	10	10	10	10	50

For N R Kulkarni & Co

Chartered Accountants

FRN : 132799W


Nandan Kulkarni

M No 139515

