<u>INTERNSHIP</u>

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

INTERNSHIP REPORT BY GANGANE AARTI KIRAN

SNDT ARTS AND COMMERCE COLLEGE PUNE-38
CONDUCTED COLLEGE OF
SNDT WOMEN'S UNIVERSITY MUMBAI
2020-21

रजि.नं.ओएसएम / टीपीआर/आर.एस.आर.(सी.आर.)५४० /०२



समर्थ नागरी सहकारी पतसंस्था म. तुळनापूर ता. तुळनापूर नि. उस्मानाबाद

पत्ता :- नेताजी नगर, तुळजापूर (खुर्द).

* चेअरमन * श्री. नारायण नन्नवरे

एम.कॉम मा.चेअरमन - उ.बाद जिल्हा मजूर फेडरेशन संचालक - उ.बाद जिल्हा पतसंस्था फेडरेशन मो. ९८२२६०६२६७ * व्हा.चेअरमन * श्री. श्रीकांत भोजने

मो. ९४२३५७८२८०

* सचिव *

श्री. राज्जन जाधव

एम.ए.(इंग्लिश) जी.डी.सी. ॲन्ड ए. मो. ९८९००२८७२७

जा. कः 37/2021



दिनांक :- / / २०१

DATE: 16/03/2021

TO WHOM IT MAY COCERN

This is to certify that Miss.GANGANE AARTI KIRAN has successfully completed internship program from SAMRTH NAGARI SAHKARI PATSANSTHA MAR.TULJAPUR. under the guidance of SAJJANRAO MOHANRAO JADHAV.

The duration of this project was from 01/02/2021 to 15/03/2021.

She has completed 240hrs of her internship in our organization satisfactorily.

The internship on evalution fulfils all the stated criteria and student's findings are her

Original work.

I hereby certify her work excellent /good/satisfactory to the best of my knowledge.

For

SAMARTH NAGARI SAH PAT SANSTHA MAR.TULJAPUR

(SAJJANRAO MOTTATURAO JADHAV) समर्थ नागरी सहकारी पतसंस्था

Place: Tuljapur

<u>ACKNOWLEDGEMENT</u>

I would like to express special thank to Dr. Anand Jumle, Principal, SNDT Arts and Commerce College Pune-38 for their able guidance and support in completing my project. I would also thank to Kokate Sir to give proper guidance about internship.

I would also like to express my gratitude to Samarth Nagari Sahakari Patsanstha, Tuljapur for giving me opportunity to work with their organization.

I feel to acknowledge my deep sense of gratitude to my guide Tambe mam and Sachin Sir whose valuable guidance and kind supervision given to me throughout the course which shaped the present work as its show.

I would also like to express special thanks to my parents for their support and guidance.

THANK YOU!

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EXECUTIVE SUMMARY

I, Gangane Aarti Kiran from TY BAF studying in SNDT College, I am from Tuljai nagar, Tuljapur and I have completed my 12th with 82.67% from Kulswamini College, Tuljapur and 10th from Bhosale High School Osmanabad with 78%.

I chose BACHELOR IN ACCOUNTING & FINANCE because it has winder scope than B. COM.

BACHELOR IN ACCOUNTING AND FINANCE (BAF) is a three year undergraduate program that offers in depth knowledge in Accounting and Finance subject by different such as classroom teaching, seminar, projects, practical training, industrial visit, conference, expert talks, etc.

The course helps aspirants to acquire knowledge in the field of accounting, taxation, auding, risk management, financial accounting, managerial economics, law and business communication.

There are various college across the country but but from Pune only SNDT college have BAF course. The main aim of the program is to increase self employment & to help companies by providing them with suitably trained professionals in the field of Accounting and Finance.

As a part of TY BAF syllabus, I did my internship Samarth Nagari Patsanstha, Tuljapur for 30 days(240 hours).

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

ORGANIZATION PROFILE

Name :- Samarth Nagari Sahakari

Patsanstha, Tuljapur

Address :- Netaji Nagar, Tuljapur

Phone No: - 9890028727

Email Id :- samarthtuljapur@gmail.com

OUTLNE OF TASK UNDERTAKEN

I have done my internship in Samarth Nagari Patsanstha, Tuljapur. While working with this organization I learned so many things and got knowledge about accounting. I worked there for 8 hours each day i.e 10 am to 6pm.

Following is the summary of task performed by me :-

- New membership registration
- New account registration i.e saving account
- New recurring deposit account registration
- Pigmy Deposit
- Know about interest rates on deposits
- Accounting Entries
 - Daily Transaction
 - Vouchers
 - Know about heads
 - Receipt and payment
 - Day Book
- NEFT transaction
- RTGS transaction
- Information required for filling RTGS and NEFT form

New Membership Registration

Membership means who buy and hold shares in the organization or the company. The member or the shareholders are the real owner of the organization or the company. Member of the organization have the right to receive notice of meetings, attend, to take part in the discussion and vote at the meeting.

Following information is required for registration of membership of the organization:-

- Name of the member
- Address
- Email address
- Permanent Account Number (PAN)
- Aadhar Number
- Xerox copy of adhar card
- Guardian name
- Xerox copy of guardian aadhar card
- Phone Number
- Alternate mobile Number
- Date of becoming member
- Identity Photo

New Account Registration i.e Saving Account

A saving account is an interest bearing deposit account held at a bank or other financial institution. Saving account is used for short term as well as long term financial needs. Short term financial needs like holiday, wedding, parties, etc. Long term financial needs like saving for buying house, children education, etc. Saving account can used for saving regular deposits on which bank provide saving account with high interest on regular basis.

Following <u>information</u> <u>are included in</u> registration of Saving Account :-

- Application form for opening the account
- Identity Photo
- Aadhar card
- Xerox copy of aadhar card
- Xerox copy of PAN card
- Address Proof
- Income Proof
- Proof of resident

Following forms are used by organization while opening new saving account :-

समर्थ नागरी	सहकारी पतसंस्था नेताजी नगर, तुळजापूर नमुन्याची सही	
खातेदाराचे नाव: 9) आधार क्र. : —— २) पॅन क्र. : —— 3) मोबाईल क्र. : ——		नमुन्याची सही
8)	गर स्वतंत्र / संयुक्त रित्या	
खाते चालू दिनांक	/ /20	व्यवस्थापक

मा. चेअरमन साहेब	दिनांक : / /२०
	पतसंस्था मर्या., तुळजापूर
नेताजी नगर	र, तुळजापूर (खुर्द)
आपल्या संस्थेत माझे / आमचे	ठेव खाते उघडण्यास विनंती आहे.
सदर खात्याबाबतचे नियम मला/ आम्हांला	मान्य आहेत ते मला / आम्हाला बंधनकारक राहतील
मी / आम्ही पैकी कोणी मयत झाल्यास खा	त्यावरील रक्कम मागे राहणाऱ्या व्यक्तींना देण्यात यावी
खातेदाराचे नाव व पत्ता	
व्यवसाय	
	नाते वय
वारसरादाराचे नांव	
गता	
गरसदाराची सही	आपला / आपले

New Recurring Deposit Account Registration

A recurring deposit is special kind of term deposit offered by banks which help people to regular incomes to deposit a fixed amount every month into their recurring deposit amount and earn interest at the rate applicable to fixed deposit.

When the recurring deposit account is opened, the maturity value is indicated to the customer assuming that the monthly installment will be paid regularly on due dates.

Following documents are included in opening of recurring deposit account :-

- Application form
- Passport size photo
- Proof of identity
- Proof of address
- Xerox copy of aadhar card
- Saving Account Passbook

Pigmy Deposit

Pigmy deposit is a small saving deposit scheme. In this type of deposit scheme you can deposit certain amount in daily basis. Pigmy deposit is more beneficial to daily earners, small traders and farmers to includate saving habits. The unique characteristic of this scheme is that a bank agent collects the money daily, from the account holders doorstep.

<u>Documents</u> <u>required</u> <u>for</u> <u>opening</u> <u>pigmy deposit account</u> :-

- 1. Identity photo
- Proof of resident i.e aadhar card, voters card, ration card, electricity bill etc.
- Introduction by person known and acceptable to the patsanstha)
- 4. Permanent Account Number (PAN card)
- Initial deposit in cash

INTEREST RATES ON DEPOSIT

Following interest rates on deposits are used by organization:

DEPOSIT PERIOD	INTEREST RATES
30 days to 90 days	5.25%
91 days to 180 days	5.75%
181 days to 135 days	6.75%
1 year to 2 years	8.00%
2 years to 5 years	8.50%
Pigmy Deposit	4.00%
Recurring Deposit	8.00%
Damdupat Deposit (8 years 3 months)	8.43%

- More interest rate for senior citizen and female is 0.25%.
- Interest rate for 31 months on ₹ 100000 is ₹ 750 per month.

ACCOUNTING ENTRIES

1. Daily Transaction :-

Transaction means tranfer of money from one party to another. It includes payment and receipts of cash. Daily transaction is used for daily work. All these transaction of organization are entered in tally using vouchers.

2. Know about heads :-

There are so many head are used in accounting. Following are the heads that are mostly used in accounting -

- Loan
- Saving account
- Liability
- Passbook entry
- Recurring deposit account
- Expenses

3. Receipt and payment :-

A receipt is a document acknowledging that person has received money and payment is trade of value from one party to another for goods of service. Receipt and payment voucher is used for recording this transaction.

4. Day Book :-

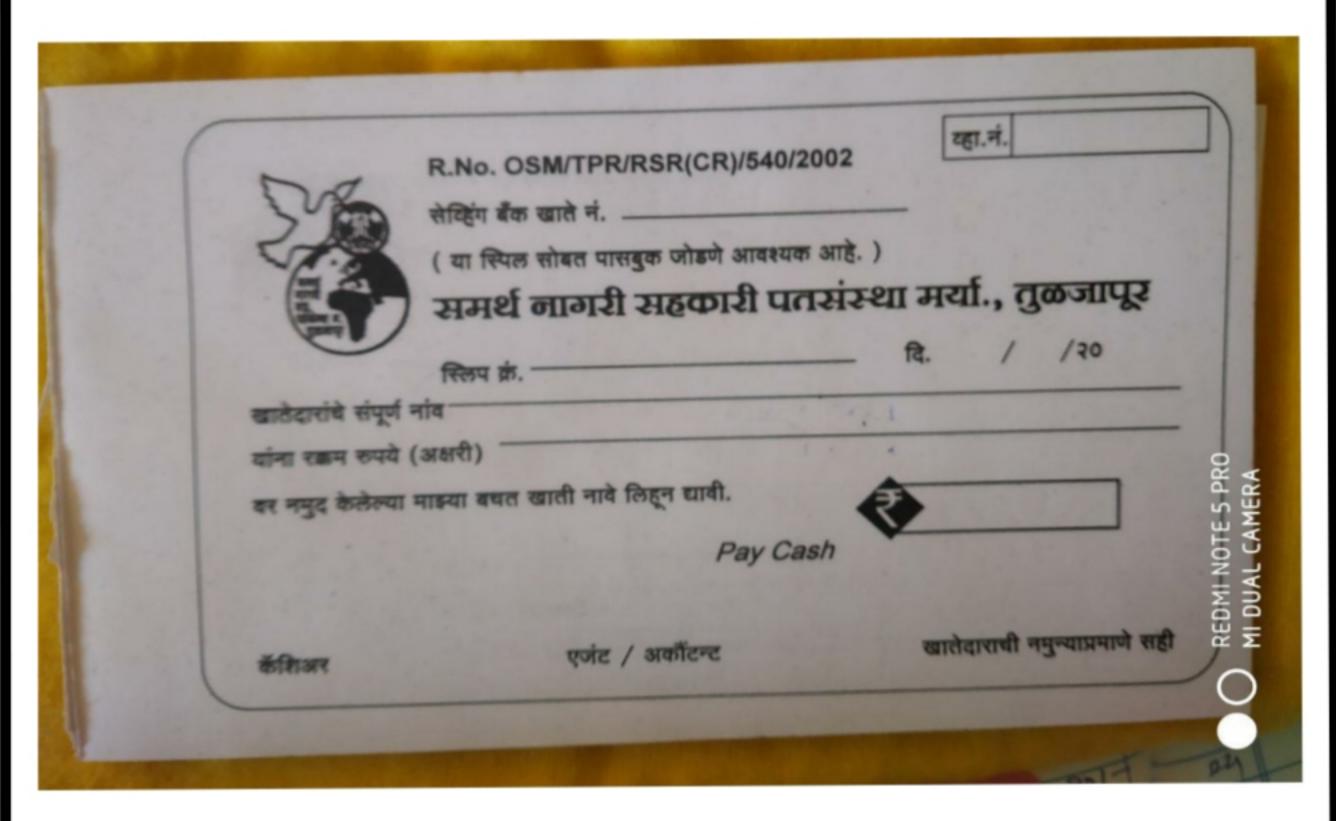
Daily transaction are recorded in day book using tally. Accounting book of original entry in which transaction are entered on day they occur, for later posting to the appropriate manner.

5. Vouchers :-

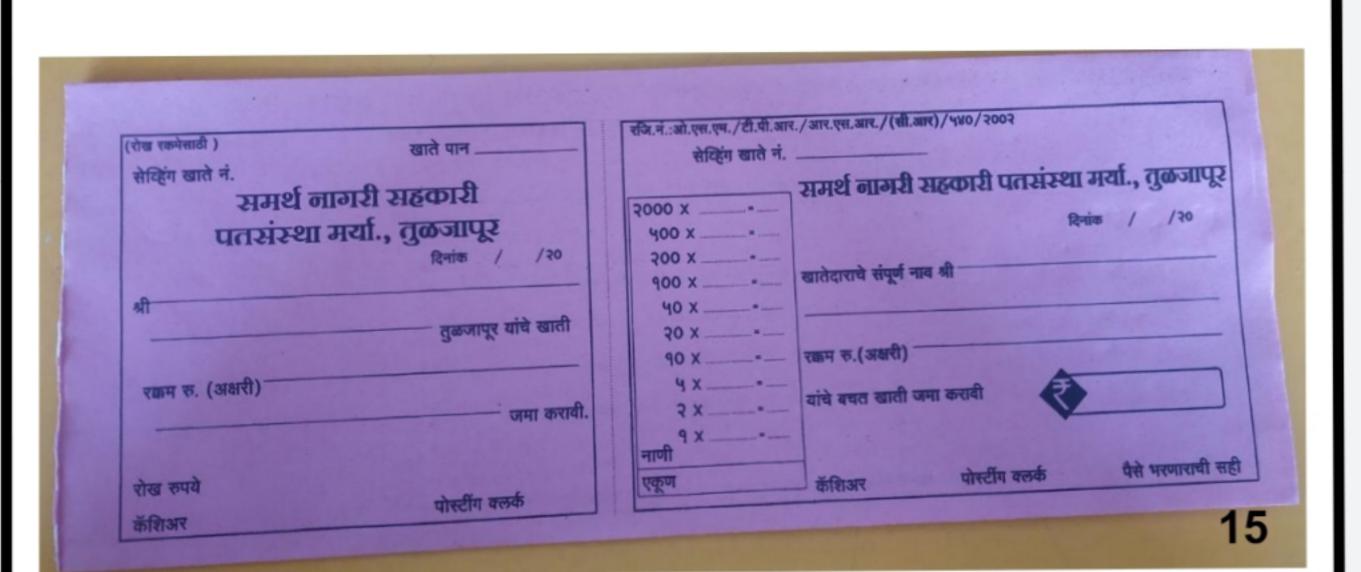
A voucher is a document that contain details of financial transaction. Vouchers are used to entered daily transaction of the company. The organization used many type of vouchers like saving balance received, saving balance paid, pigmy deposit paid, etc.

Following vouchers are used in organization :-

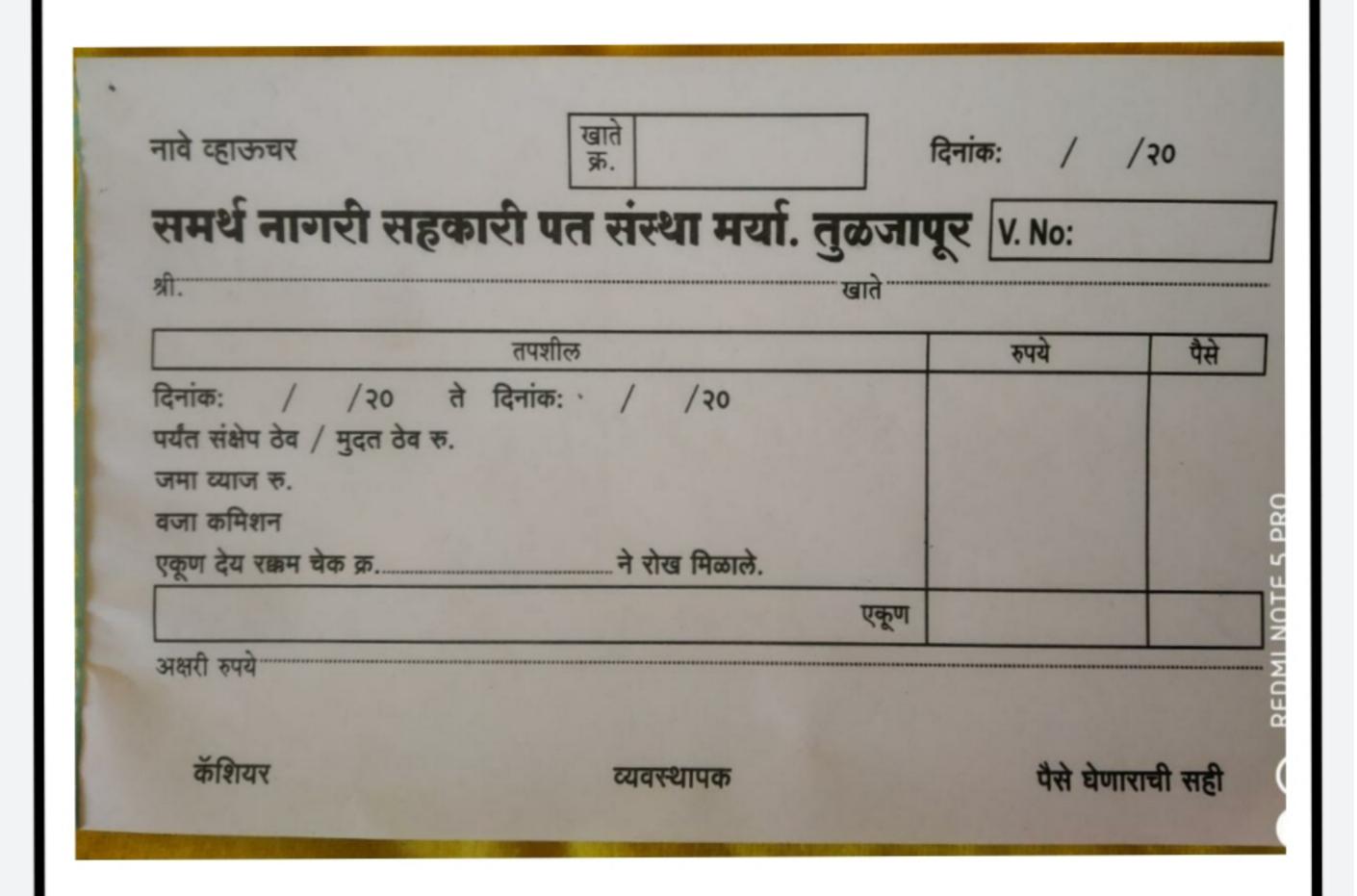
Saving paid voucher :-



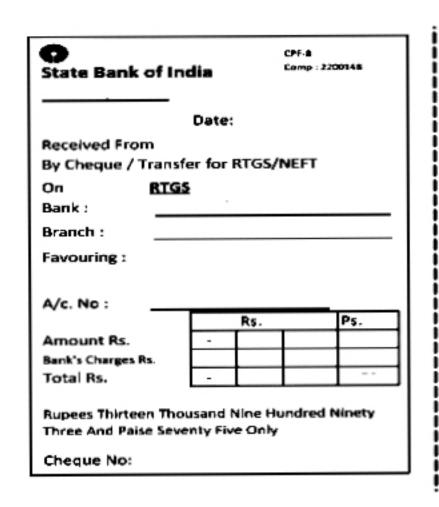
Saving Received voucher :-

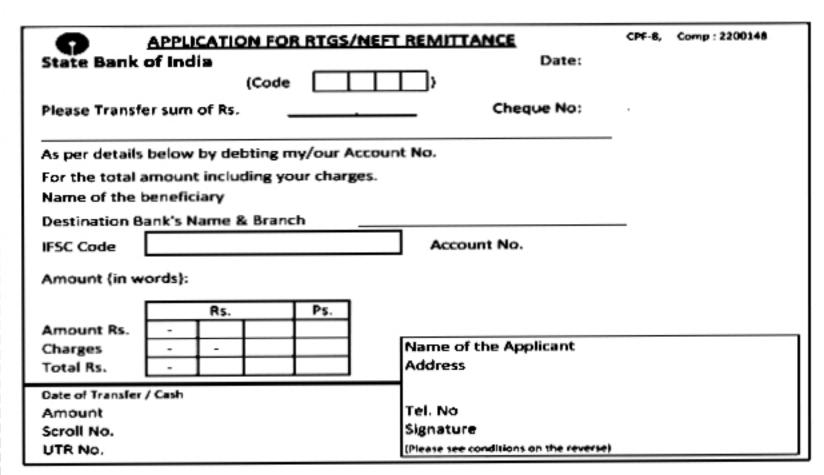


Pigmy deposit paid voucher :-



Real Time Gross Settlement (RTGS)





Transaction Service

This form is used for RTGS transaction. RTGS stands for real time gross Settlement. RTGS is electronic payment gateway used by bank for more secure transaction. RTGS is used for amount more than ₹ 2 lakh. Every bank get charges for RTGS transaction.

Following are the SBI charges for RTGS transaction:-

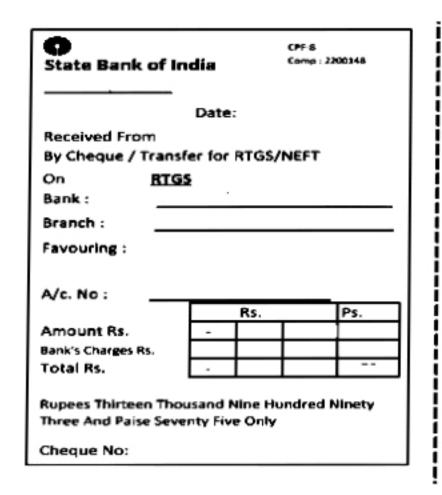
Amount of RTGS Charges (Exclusive of GST)

Rs.2 lakhs & up to

Rs.5 lakhs

Above Rs.5 lakhs Rs 40

National Electronic Fund Transfer (NEFT)



State Bank			Date:	CPF-8,	Comp : 2200148
Please Trans	fer sum of Rs.		Cheque No:		
As per detal	s below by debtin	g my/our Acco	unt No.	-	
For the total Name of the	amount including beneficiary	your charges.			
Destination	Bank's Name & Br	anch		_	
IFSC Code			Account No.		
Amount (in	words):				
American De	Rs.	Ps.			
Amount Rs. Charges	 	+	Name of the Applicant		
Total Rs.			Address		
Date of Transfe	r / Cash		٦		
Amount Scroll No.			Tel. No		
SCROILNO. UTR No.			Signature (Please see conditions on the reverse		

This form is also used for NEFT transaction. National Electronic Fund Transfer can be used to transfer funds from one bank account to another bank account. The NEFT which is an electronic fund transfer system is maintained by Reserve Bank of India. NEFT is used for less than ₹ 2 lakh. Every bank get charges for NEFT transaction.

Following are the SBI charges for NEFT transaction:-

Amount of NEFT	Transaction Service Charges (Exclusive of GST)
Up to Rs.10,000/-	Rs. 2
Rs.10,001 and up to Rs.1 lakh	Rs 4
Rs 100001 to Rs 200000	Rs 13
Rs 200000	Rs 20

INFORMATION REQUIRED FOR FILLING RTGS AND NEFT FORM:-

Following basic details are required while filling the form :-

- Receiver Details for the beneficiary :-
- Beneficiary Name
- Bank Name & Branch)
- IFSC Code
- Account Number
- Transfer Amount
- 2. Your Details :-
 - Bank and Branch
 - Account Number
 - Amount

LEARNING OUTCOME

While working with Samarth Nagari Patsanstha, Tuljapur I learned so many things which going to helpful my life.

Every day there was something new to learn. I learn how to work with other people, how to communicate with people when they are opening new account in bank, management of organization as well as time management while working in organization.

While working with Samarth Nagari Patsanstha I got very nice people. They help me every time when I face difficulties about internship work.

Following things that I have learned at Samarthan Nagari Sahakari Patsanstha, Tuljapur are as:

- Knowledge about Banking Transaction
- Learned to work with bank customers
- Being teamwork
- Regulatory with work

<u>Conclusion</u>

As an undergraduate of university of SNDT I would like to say that this internship is an excellent opportunity for us to get the ground level and experience the things that we should have never gained through going straight onto a job. I am graduated to SNDT university for giving us to wonderful opportunity.

The main object of internship is to provide an opportunity to undergraduate to identify, observe and practice how accounting can be done of various companies.

The internship was a lot more useful than staying at one place throughout the whole months in my opinion. I have grained lots of knowledge and experience needed to be successful in a accounting field, as in my opinion, being Accounting is after all a challenge and not a job.



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

Estb. : 5 July 1916

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

Maharshi Karve Vidya Vihar, Karve Road, Pune - 411 038.

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

Ref.No.:

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



To,

Samarth Nagari Sahakari Patsanstha

Netaji Nagar, Tuljapur

Subject: Application for internship

Respected Sir/Madam,

Miss.—Gangane Aarti Kiran..... 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 Jumle.

S.N.D.T. Arts & Commerce.

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रजि.नं.ओएसएम / टीपीआर/आर.एस.आर.(सी.आर.)५४० /०२



समर्थ नागरी सहकारी पतसंरथा म. तुळजापूर ता. तुळजापूर जि. उरमानाबाद

पत्ता :- नेताजी नगर, तुळजापूर (खुर्द).

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एम.कॉम.

मा.चेअरमन - उ.बाद जिल्हा मजूर फेडरेशन संचालक - उ.बाद जिल्हा पतसंस्था फेडरेशन मो. ९८२२६०६२६७ * व्हा.चेअरमन *
श्री. श्रीकांत भोजने

मो. ९४२३५७८२८०

* सचिव *

श्री. राज्जन जाधव

एम.ए.(इंग्लिश) जी.डी.सी. ॲन्ड ए. मो. ९८९००२८७२७

Reg No OSM/TPRI RSR/CR/5401 2002

दिनांक :- / / २०१

DATE: 16/03/2021

MISS.GANGANE AARTI KIRAN

A/P-Tuljai Nagar, Tuljapur Kh

Tq. Tuljapur.

Dist.Osmanabad 413601

Subject - Acceptane Letter For Internship....

Reference - Your Application dated 01/02/2021.

Dear Aarti,

This is with reference above mentioned subject and your application dated 15/03/2021 we are agree & accept your for internship for 30 working days.

For Samarth Nagari sahkari patsanstha m.Tuljapur

(Mr.Sajjantao Jadhav) रामर्थ भागरी सहकारी पतसस्था भूगावष्ट्रमुक्तजापूर

Place: Tuljapur

Parents Permission Letter

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

Sub - Permission for internship for 240 hours

Respected Sir,

My daughter Aarti Kiran Gangane studying in TY BAF. She is having internship for 240 hours.

I have no objection about her internship for 240 hours.

THANK YOU!

S.S. @19902

YOURS SINCERELY MRS. SHUBHANGI GANGANE

रजि.नं.ओएसएम / टीपीआर/आर.एस.आर.(सी.आर.)५४० /०२



समर्थ नागरी सहकारी पतसंस्था म. तुळजापूर ता. तुळजापूर जि. उस्मानाबाद

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श्री. नारायण नन्नवरे

एम.कॉम. मा.चेअरमन - उ.बाद जिल्हा मजूर फेडरेशन संचालक - उ.बाद जिल्हा पतसंस्था फेडरेशन

मो ९८२२६०६२६७

* व्हा.चेअरमन * श्री. श्रीकांत भोजने

मो. १४२३५७८२८०

* सचिव * श्री. राज्जन जाधव

एम.ए.(इंग्तिश) जी.डी.सी. ॲन्ड ए. मो. ९८९००२८७२७

दिनांक :-

1 308

DATE: 16/03/2021

37/2021

NAME: MISS.GANGANE AARTI KIRAN

STD: BAF (III) (ACCOUNTANCY & FINANCE)

ATTENDANCE

DATE	TIME IN	TIME OUT
01/02/2021	10:30AM	5:30PM
02/02/2021	10:30AM	5:30PM
03/02/2021	10:30AM	5:30PM
04/02/2021	10:30AM	5:30PM
05/02/2021	10:30AM	5:30PM
06/02/2021	10:30AM	5:30PM
08/02/2021	10:30AM	5:30PM
09/02/2021	10:30AM	5:30PM
10/02/2021	10:30AM	5:30PM
11/02/2021	10:30AM	5:30PM
12/02/2021	10:30AM	5:30PM
15/02/2021	10:30AM	5:30PM
16/02/2021	10:30AM	5:30PM
17/02/2021	10:30AM	5:30PM
18/02/2021	10:30AM	5:30PM
20/02/2021	10:30AM	5:30PM
22/02/2021	10:30AM	5:30PM
23/02/2021	10:30AM	5:30PM
24/02/2021	10:30AM	5:30PM
25/02/2021	10:30AM	5:30PM
26/02/2021	10:30AM	5:30PM

DATE	TIME IN	TIME OUT
01/03/2021	10:30AM	5:30PM
02/03/2021	10:30AM	5:30PM
03/03/2021	10:30AM	5:30PM
04/03/2021	10:30AM	5:30PM
05/03/2021	10:30AM	5:30PM
06/03/2021	10:30AM	5:30PM
08/03/2021	10:30AM	5:30PM
09/03/2021	10:30AM	5:30PM
10/03/2021	10:30AM	5:30PM
12/03/2021	10:30AM	5:30PM
15/03/2021	10:30AM	5:30PM

For, SAMARTH NAGARI SAHKARI PAT SANSTHA MAR.TULJAPUR

Mr.SAJJANRAO MOHANRAO JADHAV

मर्या., तुळीजापूर

रजि.नं.ओएसएम / टीपीआर/आर.एस.आर.(सी.आर.)५४० /०२



समर्थ नागरी सहकारी पतसंस्था म. तुळजापूर ता. तुळजापूर जि. उस्मानाबाद

पत्ता :- नेताजी नगर, तुळजापूर (खुर्द).

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मो. ९४२३५७८२८०

* सचिव *

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मो. ९८९००२८७२७

जा. क्र : 37 | 20 9



दिनांक :- / / २०१

DATE: 16/03/2021

ASSESSMENT LETTER

NAME: GANGANE AARTI KIRAN

STD – BAF(III) (ACCOUNTANCY & FINANCE)

	Sincerity	Team work	Attendance	Work performance	Communication	Total
Out off	10	10	10	10	10	50
Mark Allocated	10	10	10	10	10	50

For SAMARTH NAGARI SAHKARI PATSANSTHA MAR.TULIAPUR

MR.SAJJANRAO MONANBAQJADHAV

(MANAGER)

Place: Tuljapur