

UNDERTAKING FROM STUDENT

1. **Name of the Student** : Shaikh Mohammad Sarim Wahid
2. **Class** : T.Y. B.Com
3. **Division and Roll Number** : D 439
4. **Present address** : 403 Kabil apartment Ashoka Marg, Nashik
5. **Permanent address** : 403 Kabil apartment Ashoka Marg, Nashik
6. **Contact Humber** 7020439429
7. **Contact Number (Parent)** :8408947805
8. **Email ID** : sarimshaikh2001@gmail.com

To,
The Principal,
B.Y.K College of Commerce,
Nashik.

Subject : Undertaking

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join fashion.in for my sixty hours internship program during 1st June 2022 to 11th June 2022.

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

Thank you.

Yours obediently,

(Name & Signature of Student)

(Name & signature of the Parent)

Date:

UNDERTAKING FROM STUDENT

To,
The Manager (HR),
Erum Memon,
Nashik.

Subject : Undertaking

Respected Madam / Sir,

I am a student of B.Y.K College of Commerce. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organization for my sixty hours internship programme during 1st June 2022 to 11th June 2022.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior 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.

Date : 1st June 2022

Place : Nashik.

Letter Head of the Internship Provider Organisation

1. Name of the Student: Shaikh Mohammad Sarim Wahid
2. Name of the College : B.Y.K College Off Commerce
3. Division and Roll Number : D 439
4. Address : 403 kabil apartment Ashoka Marg
5. Contact Number : 7020439429
6. Email ID : sarimshaikh2001@gmail.com
7. Special Subject : Entrepreneurship Development
8. Internship start date : 1st June 2022
9. Internship end date : 11th June 2022

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
1/06/2022	1.00 PM	7.00 PM	6 Hrs	Basics introduction about the company		
2/06/2022	1.00 PM	7.00 PM	6 Hrs	Working with Accounts Department		
3/06/2022	1.00 PM	7.00 PM	6 Hrs	Learning about the Accounts under senior officer		
4/06/2022	1.00 PM	7.00 PM	6 Hrs	Learning about the documentation.		
6/06/2022	1.00 PM	7.00 PM	6 Hrs	Learning marketing strategy		
7/06/2022	1.00 PM	7.00 PM	6 Hrs	Client Communication and Interaction.		
8/06/2022	1.00 PM	7.00 PM	6 Hrs	Field visit at clients office.		
9/06/2022	1.00 PM	7.00 PM	6 Hrs	How to promote brand		
10/06/2022	1.00 PM	7.00 PM	6 Hrs	Basics about the sales		
11/06/2022	1.00 PM	7.00 PM	6 Hrs	Field visit for delivering Women Clothing		
Total			60Hrs			

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider Organisation

To,

The Principal,

B.Y.K College of
commerce ,

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 Ho.	Special Subject
1.	Shaikh Mohammad Sarim Wahid	439	6853168948 61	ENTD

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.

Yours Sincerely,

Name And Signature

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	Erum Memon
2)	Department	Account & Marketing
3)	Designation	Nashik
4)	Name of the Student	Sarim Shaikh
5)	Name of The College	B.Y.K College OF Commerce
6)	Roll Number	439
7)	Special Subject	Entrepreneurship Development

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					

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

- His knowledge about this Domain is deep and vast.
- He has excellent communication skills with the clients.
- He is organized at his work and has strong work ethics.
- He uses his full potential at work place.
- He is less in creativity and needs to improve in that area.

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

- Period of internship programme should be increased up to 3 months.
- Internship programme should be start right after 1st year of degree.
- Make intern development of daily commitment.
- Each intern should be given has personal mentor.
- Intern should make daily (To-do) list.

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

- Student should shine-up their CV.
- Students must sharpen their soft skills.
- Need to improve their professional network.
- Intern must be up to date informed in his field.
- Students should be ready to face any type of interview and challenges

STUDENT FEEDBACK FORM

1. **Name of the Student** : Shaikh Mohammad Sarim Wahid
2. **Class** : T.Y.B.Com
3. **Division and Roll Number** : D 439
4. **Present address**: 403 Kabil apartment Ashoka Marg, Nashik
5. **Contact Number** : 7020439429
6. **Email ID** : sarimshaikh2001@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr, No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	10
2.	I was properly introduced to the task assigned to me in the organisation	9
3.	I was given proper guidance to Carry out my responsibility	8
4.	Qty supervisor / officer was very cooperative and supportive	9
5.	I found my task interesting and worth learning	10
6.	My supervisor / officer addressed to my queries/ doubts quickly	9
7.	I received due respect from my colleagues in the organisation	10
8.	The contents of the syllabus match with the practical work	9
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	10
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

1. Internship should be at least of three months
2. Stipend should be paid well enough to motivate the interns.
3. If possible, the employer should give exposure to its interns in the corporate world.

Please give your overall feedback about your experience during the internship

Form the 60 Hours of Internship I overall experienced that practical knowledge is most important factor of learning. It was very positive experience that gave me skills for life. I gained hands on experience that would be helpful for my future.

Signature And Name Of Student

