

INTERNSHIP

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

**INTERNSHIP REPORT BY
GANGANE NIKITA SAMPAT**

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

ISO : 9001:2008 मानांकनप्राप्त संस्था

Reg. No.: GSM/TPR/RSR/CR/528/1997



महाराष्ट्र शासनाचा प्रतिष्ठीत साल सन २००७-०८ चा डॉ. बाबासाहेब आंबेडकर "दलित मित्र" पुरस्कार प्राप्त
तुळजाई सांस्कृतिक व श्रमिडा मंडळ तुळजापूर (खुर्द) संचालित.

तुळजाई नागरी सहकारी पतसंस्था मर्या.

तुळजापूर (खुर्द), ता. तुळजापूर, जि. उस्मानाबाद.



जा. क्र.

दिनांक: ६ DEC 2021



TO WHOM IT MAY CONCERN

This is to certify that Miss GANGANE NIKITA SAMPAT Successfully completed internship program from TULJAI NAGARI SAHKARI PATSANSTHA MRY, TULJAPUR KHURD, under the guidance of SANJAY BALIRAM DHAVALE.

The duration of this project was from 01/11/2021 to 30/11/2021

She had completed 168 hours of her internship in our organization satisfactorily.

The internship on evaluation fulfils all the stated criteria and students finding are her original work.

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

This letter issued only for educational purpose.

For,

Tuljai Nagari Sahkari Patsanstha Mry.

(Sanjay Baliram Dhavale) तुळजाई नागरी सहकारी पतसंस्था मर्या
तुळजापूर (खुर्द) ता. तुळजापूर

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EXECUTIVE SUMMARY

I, Gangane Nikita Sampat from TY BAF studying in SNTD College , I am from Tuljai nagar, Tuljapur and I have completed my 12th with 51% from Kulswamini College, Tuljapur and 10th from Bhosale High School Osmanabad with 65%.

I chose BACHELOR IN ACCOUNTING & FINANCE because it has wider 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, auditing, risk management, financial accounting, managerial economics, law and business communication.

There are various college across the country but but from Pune only SNTD 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 Tuljai Nagari Sahkari Patsanstha, Tuljapur for 30 days(240 hours).

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

ORGANIZATION PROFILE

Name. :- Tuljai Nagari Sahkari
Patsantha Ltd., Tuljapur

Address:- Tuljapur khurd, Tuljapur

Mobile No. :-8308170291

ACKNOWLEDGMENT

I would like to express special thank to Dr. Anand Jumle, Principal, SNTD 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 Tuljai 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 Arvind Dhage Sir and Vikas Bhojne 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 !

OUTLINE OF TASK UNDERTAKEN

I have done my internship in Tuljai Nagari Sahkari 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 8:30 am to 4:30 pm.

Following is the summary of task performed by me :-

- New account registration i.e saving account
- Recurring deposit account
- Pigmy deposit
- Loan facilities in bank
- Accounting Entries
 - Daily transaction
 - Voucher
 - Know about heads
 - Receipt and payment
 - Day book
- RTGS transaction
- NEFT transaction
- Information required for filling RTGS and NEFT form

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 information are included in 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

Recurring Deposit Account

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 inculcate saving habits. The unique characteristic of this scheme is that a bank agent collects the money daily, from the account holders doorstep.

Documents required for opening pigmy deposit account :-

- 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)
- Permanent Account Number (PAN card)
- Initial deposit in cash

LOAN FACILITIES IN BANK

Following are the loan type used in bank :-

1. Membership loan
2. Gold loan
3. Mortgage loan
4. Fixed deposit loan
5. Pigmy loan

1. Membership Loan :-

Membership loan means any loan of cash or other property by the bank to a member.

2. Gold loan :-

Gold loan product is offered to customers who wish to raise quick finance by pledging their gold ornaments.

Any account holder of the bank having security as gold ornaments.

Purpose of gold loan is to cater to urgent financial requirement for medical treatment, education, marriage, repayment of outside debt, house renovation, etc.

3. Mortgage Loan :-

A mortgage is usually a loan sanctioned against an immovable asset like a house or a commercial property.

The lender keeps the asset as collateral until the borrower repays the total loan amount .

4. Loan against fixed deposit :-

Loan against fixed deposit is a type of secured loan where customers can pledge their fixed deposit as security and get a loan in return.

The amount of the loan depends on the FD amount.

5. Pigmy Loan :-

Tuljai Nagari Sahkari Patsanstha Ltd. offers their valuable pigmy customer, pigmy deposit loan.

Loan against the security of pigmy deposit are provided for better convenience to the customers due to their day to day activities and business development.

Following voucher is used for loan in bank :-

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खात्याचे नांव - सभासद / सोजेतारण / वहालदारण / मुदत ठेव कर्ज / संक्षेप ठेव कर्ज

दिनांक / / २०१९

खाते	रुपये	पैसे
मुदत		
व्याज		
दंड व्याज		
इतर		
एकुण		

श्री _____

अक्षरी रुपये _____ पानी

बदल भाले रक्कम पोहचली _____ बदल भाले रक्कम पोहचली

च्यवस्थापक,
तुळजाई नागरी सह. पत संस्था
मर्या; तुळजापूर (खुर्द)

पोस्टिंग करक

खाते नं. - तुळजाई नागरी सह. पत संस्था मर्या; तुळजापूर (खुर्द)

खात्याचे नांव - सभासद / सोजेतारण / वहालदारण / मुदत ठेव कर्ज / संक्षेप ठेव कर्ज

दिनांक / / २०१९

खाते	रुपये	पैसे
मुदत		
व्याज		
दंड व्याज		
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एकुण		

श्री _____

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बदल भाले रक्कम पोहचली _____ बदल भाले रक्कम पोहचली

च्यवस्थापक,
तुळजाई नागरी सह. पत संस्था
मर्या; तुळजापूर (खुर्द)

पोस्टिंग करक

येसे भरणाराची सही

This voucher is used for gold loan, loan against fixed deposit, pigmy deposit loan, etc.

ACCOUNTING ENTRIES

1. Daily Transaction :-

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

2. Know about heads :-

There are so many heads 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 a person has received money and payment is made of value from one party to another for goods or service. Receipt and payment voucher is used for recording this transaction.

4. Day Book :-

Daily transactions are recorded in a day book using tally. Accounting books of original entry in which transactions are entered on the 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 Deposit Voucher :-

संविष्ट / चालु खाते

तुळजाई नागरी सह. पत संस्था मर्गा, तुळजापूर (खुर्द)

सेविंगज/चालु खाते

दिनांक / / २०२

₹

श्री/श्रीमती _____

राकम अक्षरी रुपये _____

रोख भरणा केली.

पैसे भरणागची मदीं _____

1000X	
500X	
100X	
100X	
50X	
10X	
10X	
5X	
1X	
पेस स्थान	
संविष्टी -	
चालु खाते-	

₹

दिनांक / / २०२

श्री/श्रीमती _____

राकम अक्षरी रुपये _____

रोख भरणा केली.

पैसे भरणागची मदीं _____

व्यवस्थापक

● **Recurring deposit voucher :-**

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प्रकाराचे पत्र - दिनांक / / २०२२

एत	वै

श्री. यांनी
जवरी रूपये
बंदून घालून रक्कम पत्रावरवी

व्यवस्थापक,
तुळजाई नागरी सह. पत संस्था
मर्या; तुळजापूर (खुर्द)

वै. भरणाराची सही

● **Pigmy agent deposit voucher :-**

संक्षेप ठेव एजंट खाते क्र. -

तुळजाई नागरी सह. पत संस्था मर्या; तुळजापूर (खुर्द)

₹

दिनांक / / २०२२

श्री. यांनी

अक्षरी रक्कम रूपये
संक्षेप ठेव खातेदारांची रक्कम जमा केली.

वै. भरणाराची सही

व्यवस्थापक,

● **Transfer voucher :-**

TRANSFER

तुळजाई नागरी सह. पत संस्था मर्या; तुळजापूर (खुर्द)

दिनांक :- / / २०२२

नाम	तपशील	रूपये	पैसे

अक्षरी रक्कम रूपये

एकूण -

वै. भरणाराची सही

अर्जाईट/शाखाधिकारी/मॅनेजर

Real Time Gross Settlement (RTGS) & National Electronic Fund Transfer (NEFT)

<p>State Bank of India CPF-B Comp : 2200148</p> <p>Date: _____</p> <p>Received From By Cheque / Transfer for RTGS/NEFT On RTGS Bank : _____ Branch : _____ Favouring : _____</p> <p>A/c. No : _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 50%;">Rs.</th> <th style="width: 50%;">Ps.</th> </tr> </thead> <tbody> <tr> <td>Amount Rs.</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Bank's Charges Rs.</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Total Rs.</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table> <p>Rupees Thirteen Thousand Nine Hundred Ninety Three And Paise Seventy Five Only</p> <p>Cheque No: _____</p>		Rs.	Ps.	Amount Rs.	-		Bank's Charges Rs.	-		Total Rs.	-		<p style="text-align: center;">APPLICATION FOR RTGS/NEFT REMITTANCE</p> <p>State Bank of India CPF-B, Comp : 2200148</p> <p style="text-align: right;">Date: _____</p> <p style="text-align: center;">(Code <input style="width: 40px;" type="text"/>)</p> <p>Please Transfer sum of Rs. _____ Cheque No: _____</p> <p>As per details below by debiting my/our Account No. For the total amount including your charges.</p> <p>Name of the beneficiary _____ Destination Bank's Name & Branch _____ IFSC Code <input style="width: 150px;" type="text"/> Account No. _____</p> <p>Amount (in words): _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="width: 50%;">Rs.</th> <th style="width: 50%;">Ps.</th> </tr> </thead> <tbody> <tr> <td>Amount Rs.</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Charges</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Total Rs.</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table> <div style="text-align: right; color: red; font-weight: bold; font-size: 1.2em;">PDF PREVIEW</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name of the Applicant</td> <td rowspan="2" style="width: 40%;"></td> </tr> <tr> <td>Address</td> </tr> <tr> <td>Date of Transfer / Cash</td> <td>Tel. No</td> </tr> <tr> <td>Amount</td> <td>Signature</td> </tr> <tr> <td>Scroll No.</td> <td>(Please see conditions on the reverse)</td> </tr> <tr> <td>UTR No.</td> <td></td> </tr> </table>		Rs.	Ps.	Amount Rs.	-		Charges	-		Total Rs.	-		Name of the Applicant		Address	Date of Transfer / Cash	Tel. No	Amount	Signature	Scroll No.	(Please see conditions on the reverse)	UTR No.	
	Rs.	Ps.																																		
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Total Rs.	-																																			
Name of the Applicant																																				
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Date of Transfer / Cash	Tel. No																																			
Amount	Signature																																			
Scroll No.	(Please see conditions on the reverse)																																			
UTR No.																																				

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.

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 RTGS & NEFT transaction :-

Type	Minimum	Maximum
RTGS	Rs. 2 Lakhs	Rs. 10 Lakhs
NEFT	No Minimum	Rs. 10 Lakhs

INFORMATION REQUIRED FOR FILLING RTGS AND NEFT FORM :-

Following basic details are required while filling the form :-

1.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 Outcomes

While working with Tuljai Nagari Sahkari 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 Tuljai Nagari Sahkari 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 Tuljai Nagari Sahakari Patsanstha, Tuljapur are as :

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

CONCLUSION

As an undergraduate of university of SNTT 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 SNTT 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 gained 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.

महाराष्ट्र शासनाचा प्रतिष्ठीत साल सन २००७-०८ चा डॉ. बाबासाहेब आंबेडकर "दलित विष" पुरस्कार प्राप्त
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तुळजाई नागरी सहकारी पतसंस्था मर्या.



तुळजापूर (खुर्द), ता. तुळजापूर, जि. उस्मानाबाद.

जा. क्र.

दिनांक - ६ DEC 2021



To,

MISS. GANGANE NIKITA SAMPAT

A/P-Tuljai Nagar, Tuljapur kh

Tq. Tuljapur.

Dist Osmanabad 413601

Subject - Acceptance Letter For Internship...

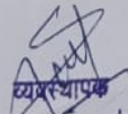
Reference - Your Application dated 01/11/2021

Dear Nikita,

This is with reference above mentioned subject and your application dated 30/11/2021

We are agree and accept your for internship for 30 working days.

For TULJAI NAGARI SAHKARI PATSANSTHA MAR. TULJAPUR


व्यवस्थापक
(Sanjay Baliram Dhavale)
तुळजाई नागरी सह. पत संस्था मर्या.
तुळजापूर (खुर्द) ता. तुळजापूर

Parents Permission Letter

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

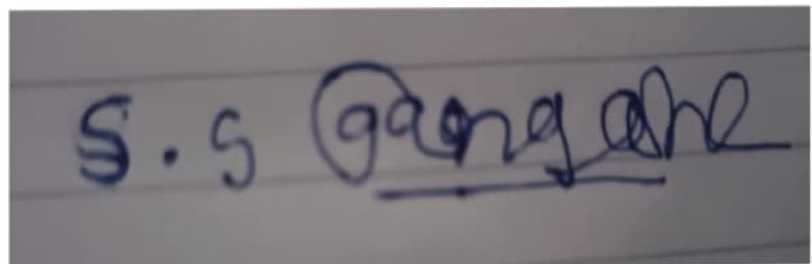
Sub - Permission for internship for 240 hours

Respected Sir,

My daughter Nikita Sampat Gangane studying in TY BAF. She is having internship for 240 hours.

I have no objection about her internship for 240 hours.

THANK YOU !

A photograph of a handwritten signature in blue ink on lined paper. The signature reads "S. S. Gangane" with a horizontal line under the name "Gangane".

YOURS SINCERELY
MRS. SHUBHANGI GANGANE

ISO : 9001:2008 मान्यताप्राप्त संस्था

Reg. No.: OSM/TPR/RSR/CR/528/1997



महाराष्ट्र शासनाचा प्रतिष्ठीत साल सन २००४-०८ चा डॉ. बाबासाहेब आंबेडकर "दलित मित्र" पुरस्कार प्राप्त
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तुळजापूर (खुर्द), ता. तुळजापूर, जि. उस्मानाबाद.

जा. क्र.

दिनांक :- ६ DEC 2021

NAME: MISS GANGANE NIKITA SAMPAT

STD:BAF (3rd) (ACCOUNTANCY AND FINANCE)



ATTENDANCE

DATE	TIME IN	TIME OUT
01/11/2021	8:00 AM	4:30 PM
02/11/2021	8:00 AM	4:30 PM
03/11/2021	8:00 AM	4:30 PM
06/11/2021	8:00 AM	4:30 PM
08/11/2021	8:00 AM	4:30 PM
09/11/2021	8:00 AM	4:30 PM
10/11/2021	8:00 AM	4:30 PM
11/11/2021	8:00 AM	4:30 PM
12/11/2021	8:00 AM	4:30 PM
15/11/2021	8:00 AM	4:30 PM
16/11/2021	8:00 AM	4:30 PM
17/11/2021	8:00 AM	4:30 PM
18/11/2021	8:00 AM	4:30 PM
20/11/2021	8:00 AM	4:30 PM
22/11/2021	8:00 AM	4:30 PM
23/11/2021	8:00 AM	4:30 PM
24/11/2021	8:00 AM	4:30 PM
25/11/2021	8:00 AM	4:30 PM
26/11/2021	8:00 AM	4:30 PM
29/11/2021	8:00 AM	4:30 PM
30/11/2021	8:00 AM	4:30 PM

For, TULJAI NAGARI SAHKARI PATSANSTHA MAR. TULJAPUR

(Sanjay Bhiram Dhavale) सहायक संचालक

तुळजापूर (खुर्द) ता. तुळजापूर

महाराष्ट्र शासनाचा प्रतिष्ठीत साल सन २००७-०८ चा डॉ. बाबासाहेब आंबेडकर "दलित मित्र" पुरस्कार प्राप्त
तुळजाई सांस्कृतिक व क्रीडा मंडळ तुळजापूर (खुर्द) संचलित.



तुळजाई नागरी सहकारी पतसंस्था मर्या.



तुळजापूर (खुर्द), ता. तुळजापूर, जि. उस्मानाबाद.

जा. क्र.

दिनांक १६/१२/२०२१



ASSESSMENT LETTER

NAME: GANGANE NIKITA SAMPAT

STD- BAF(3rd) (ACCOUNTING AND FINANCE)

	Sincerity	Team work	Attendance	Work performance	Communication	Total
Out off	10	10	10	10	10	50
Mark Allocated	10	09	08	9	10	46

For

TULJAI NAGARI SAHKARI PATSANSTHA MAR. TULJAPUR

(Sanjay Baliram Dhavale)

तुळजाई नागरी सह. पत संस्था मर्या.
तुळजापूर (खुर्द) ता. तुळजापूर