

Vimala College (Autonomous)

Thrissur

Internship Programme

TIME SHEET

(to be filled by the students during their internship and the same is to be submitted to their respective Tutor / HoD on completion of their Internship)

Name of the student: K. K. MARAGIATHAVALLY

Name of the agency: DHANALAKSHMI BANK Year:

Sl. No	Date	Description of work	Time		Total hours	Signature of the agency supervisor
			From	To		
1	22.04.19	KYC Form Filling	10	12.30	2 1/2	
2	24.4.19	Basic dealings with customers	10	12.30	2 1/2	
3	25.4.19	Form filling & changing letters	10	12.30	2 1/2	
4	26.4.19	Filing forms	10	12.30	2 1/2	
5	29.4.19	Acknowledging customers about ATM Card arrival	10	12.30	2 1/2	
6	30.4.19	KYC Form Filling	10	12.30	2 1/2	
7	2.5.19	Changing letters to be sent	10	12.30	2 1/2	
8	3.5.19	Acknowledging customers about cheque Book arrival	10	12.30	2 1/2	
9	4.5.19	Filing forms	10	12.30	2 1/2	

Certified that the above statements are true

Date

Signature of the student

Remarks (if any) of the Agency Supervisor

Signature of the Agency



For: Dhana Lakshmi Bank Ltd.

Branch Manager
Pushpagiri Branch, Thrissur