

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: Riya Sen

Name of the agency: National Insurance Company, Thrissur, Year: I, 2019.

Sl. No	Date	Description of work	Time	Total hours	Signature of the agency supervisor
			From To		
1	03/05/2019	Data entry in Excel	10.00-1.00pm	3 hrs	R
2	06/05/2019	Data entry in Excel	10.00-1.00pm	3 hrs	R
3	07/05/19	Data entry in Excel	10.00-1.00pm	3 hrs	R
4	08/05/2019	Processing NACT TDS certificate	10.00-1.00pm	3 hrs	R
5	09/05/2019	Printing covering letter	10.00-1.00pm	3 hrs	R
6	10/05/2019	Data entry in Excel	10.00-1.00pm	3 hrs	R
7	15/05/2019	Processing TDS certificate	10.00-1.00pm	3 hrs	R
8	16/05/2019	Printing covering letter	10.00-1.00pm	3 hrs	R
9	17/05/19	Printing cheque letter	10.00-1.00pm	3 hrs	R
10	20/05/19	Claim intimation	10.00-1.00pm	3 hrs	R
11	21/05/19	Data entry in Excel	10.00-1.00pm	3 hrs	R
12	24/05/19	Processing TDS certificate	10.00-1.00pm	3 hrs	R
13	27/05/19	Data entry in Excel	10.00-1.00pm	3 hrs	R
14	28/05/19	Printing cheque letter	10.00-1.00pm	3 hrs	R
15	29/05/19	Processing TDS certificate	10.00-1.00pm	3 hrs	R

Certified that the above statements are true
Date 04/06/2019

Signature of the student

Remarks (if any) of the Agency Supervisor Signature of the Agency Supervisor

P. DEVAKUMARAN
Sr. Divisional Manager